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FOR WOMEN'S CLUBS



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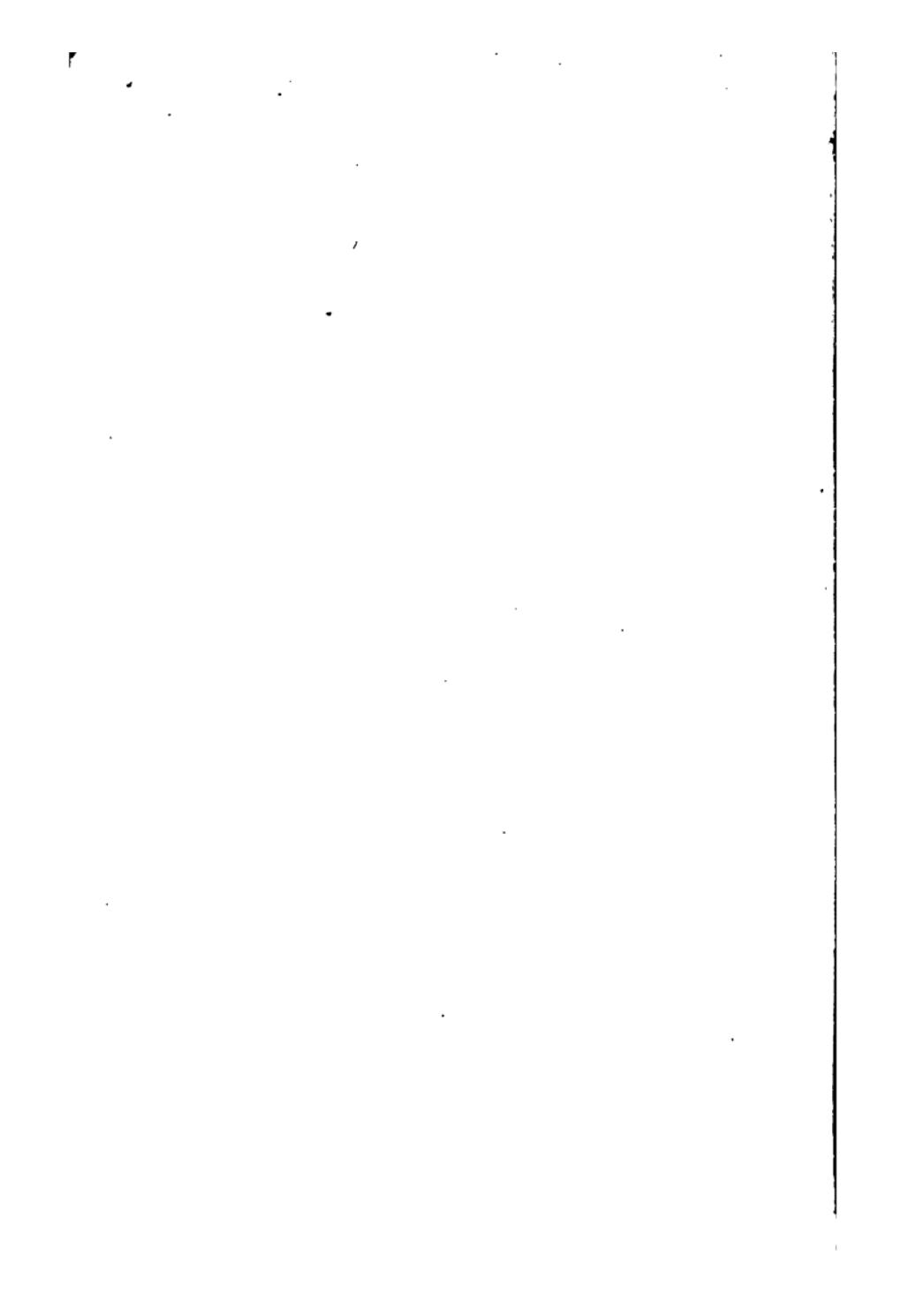
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**JAMES BRADSTREET GREENOUGH**

**PROFESSOR OF LATIN IN HARVARD COLLEGE  
1883-1901**

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# Parliamentary Usage FOR Women's Clubs

*A Manual of Parliamentary Law and Practice, Designed for the Use of Societies Literary, Social, Musical, Philanthropic, and Fraternal*

BY

**EMMA A. FOX**

*Recording Secretary of the General Federation of Women's Clubs*

"Ab omnibus quaerenda, a multis ignorata, a paucis cognita."

—SIR EDWARD COKE.

[*Third Edition*]

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Prof. F. J. Ellmenreich

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TO  
**The Club Women of America**  
A POTENT FACTOR IN THE PROGRESS OF CIVILIZATION  
THIS VOLUME  
IS RESPECTFULLY DEDICATED  
BY  
THE AUTHOR

## DIAGRAM OF MOTIONS FOR READY REFERENCE

THIS diagram makes nine statements with reference to each one of forty-eight motions. The figure (1) opposite any motion in the column of motions at the left hand of the diagram means that the statement at the head of that column applies to that motion; a cipher (0) means that the statement at the head of the column does not apply; an X means that an explanation is made in the text showing under what circumstances the statement at the head of the column may apply to that motion; a blank means that the question as to whether the statement at the head of the column applies to this particular motion or not could never arise.

For illustration, take motion number 17, to fix the time or place of the next meeting. A figure in the first column shows that the motion may be amended; an X in the second column shows that an explanation may be found in the text showing under what circumstances the motion may be committed; a blank in the fourth column shows that the question as to whether limited debate only is allowed could never arise; a cipher in the fifth column shows that the statement may be moved without securing the floor, does not apply to this motion.

1	Amended, may be	00000000000000
2	Committed, may be	00000000000000
3	Full debate allowed.	00000000000000
4	Limited debate allowed only.	00000000000000
5	Moved without debate.	00000000000000
6	Ings the door, may be present, may be moved if no	00000000000000
7	Recommitted, may be	00000000000000
8	Seconded, must be	00000000000000
9	Two-thirds vote required.	00000000000000

THE MOTIONS.

1	<b>Accept a report.</b>	.....
2	<b>Adjourn.</b>	.....
3	" to fix time or place to which to	.....
4	" to a specified time	.....
5	<b>Adopt a report.</b>	.....
6	<b>Amend a motion.</b>	.....
7	<b>Amend a motion to amend.</b>	.....
8	<b>Appeal.</b> a constitution, by-laws or standing rule.	.....
9	<b>Close debate.</b>	.....
10	<b>Commit.</b>	.....
11	<b>Consider a question out of its proper order.</b>	.....
12		.....

13	Divide a question.....
14	Enter in the minutes.....
15	Extend the time for debate.....
16	Fill a blank.....
17	Fix time or place of next meeting.....
18	Indefinitely postpone.....
19	Lay on the table .....
20	Limit debate.....
21	Minutes (motion to amend).....
22	" ( " to approve).....
23	Nominations, making.....
24	Objecting to consideration.....
25	Order of the day .....
26	Place on file.....
27	Postpone to a definite time.....
28	Previous question.....
29	Prove for the manner of voting.....
30	Question of order after previous question has been ordered.....
31	Question of order while debatable motion is pending.....
32	Question of order while motion not debatable is pending.....
33	Reading papers under consideration (motion to or call for). " not .....
34	Recess.....
35	Receive.....
36	Recommit.....
37	Reconsider a debatable motion.....
38	" a motion not debatable.....
39	Refer.....
40	Rise.....
41	Rescind.....
42	Special order.....
43	Strike out and insert.....
44	Substitute .....
45	Suspend a rule.....
46	Table, to take from the.....
	Withdrawal of a motion (motion to allow) .....

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4	Adopt a report.....
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6	Amend a motion to amend.....
7	" a constitution, by-laws or standing rule.....
8	Appeal.....
9	Close debate.....
10	Commit.....
11	Consider a question out of its proper order.....

13	Divide a question.....
14	Enter in the minutes.....
15	Extend the time for debate.....
16	Fill a blank.....
17	<b>Fix time or place of next meeting.....</b>
18	Indefinitely postpone.....
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44	Strike out and insert.....
45	Substitute .....
46	Suspend a rule .....
47	Table, to come from the .....
48	Withdrawal of a motion ( <b>motion to allow</b> ).....



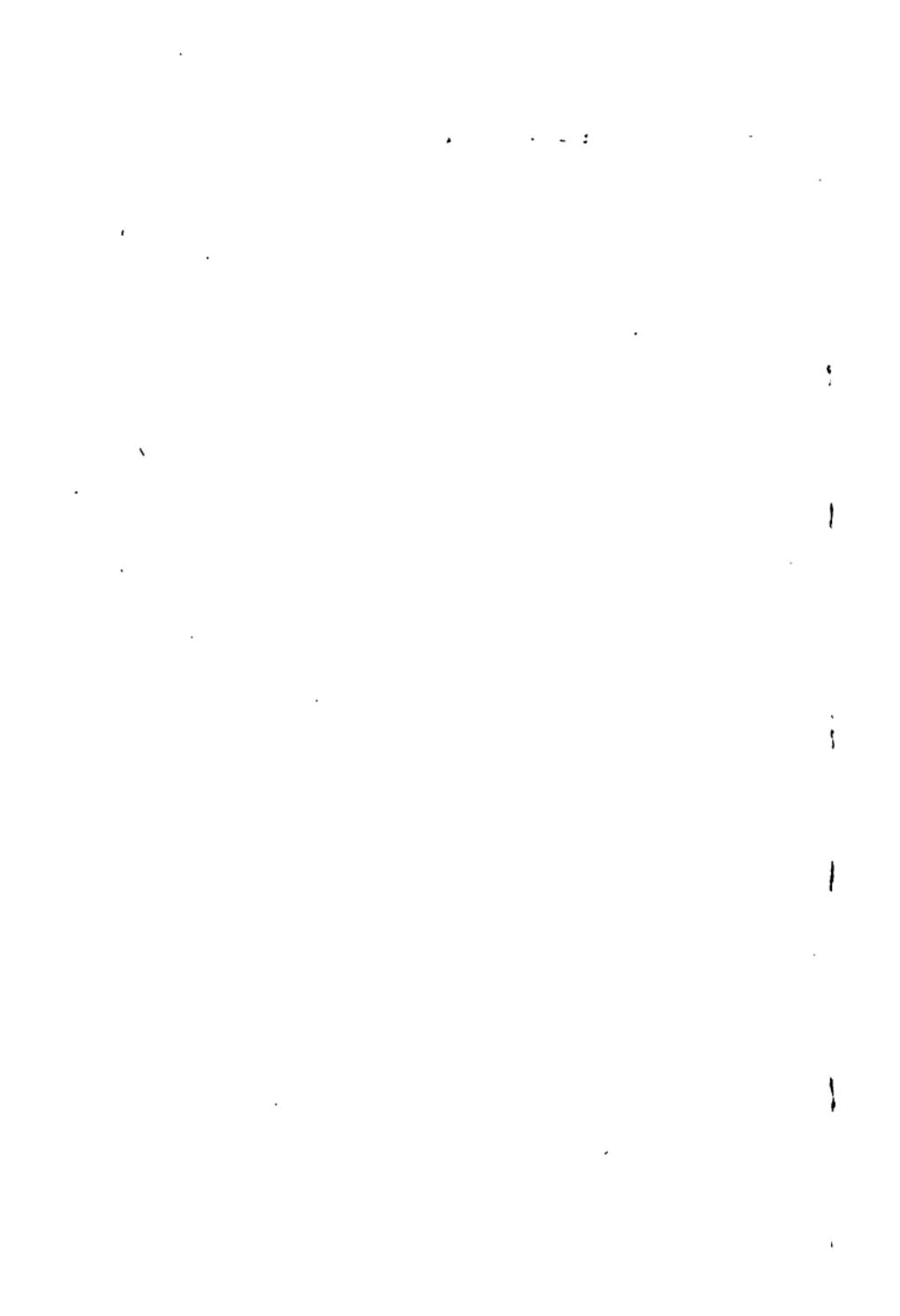
## PREFACE

This volume contains in substance the articles published in "The Club Woman" under the head of Parliamentary Usage. The author's aim in their preparation was to explain the generally accepted rules for the conduct of meetings, that they might be easily understood by those who have not given the subject much attention. They have been carefully revised for publication in book form. If they seem very elementary to some, it is hoped they will benefit a still larger number who need assistance in conducting even simple meetings.

These articles were written especially to meet the needs of club women. The illustration of certain forms is given by a representation of a supposed meeting of a woman's club, and the model constitution and by-laws are framed as for a woman's club; but the book is not on that account designed exclusively for organizations of women, as the principles of parliamentary law therein elucidated apply as a matter of course to all deliberative assemblies.

EMMA A. FOX.

DETROIT, MICH.,  
*April, 1902.*



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# PARLIAMENTARY USAGE FOR WOMEN'S CLUBS

## I

### THE NECESSITY OF RULES

BASSANIO—

And I beseech you,  
Wrest once the law to your authority;  
To do a great right, do a little wrong.

PORIA—

It must not be. \* \* \*  
'Twill be recorded for a precedent,  
And many an error by the same example  
Will rush into the state.

*Merchant of Venice, Act IV., Scene 1.*

Rules of Procedure in the conduct of meetings are as necessary as are the rules of grammar in speaking and writing. One who knows no difference between "I did" and "I done," between "for you and me" and "for you and I," will not be conscious of transgressing any rules of syntax when using incorrect expressions, or be subjected to any pain when he hears them used by others. And for the same reason, namely, a lack of the knowledge of something better, many societies are holding meetings without a knowledge of parliamentary rules

with the utmost complacency. It is nevertheless true that an illiterate person recognizes the charm of speech of one who is educated, and equally true that a person wholly ignorant of parliamentary rules recognizes the advantages of such rules when he sees them intelligently used.

In these days of numerous organizations it should be considered as inexcusable to belong to any society holding regular meetings and remain ignorant of parliamentary law as to join in golf, tennis or whist and not familiarize one's self with the rules of the game.

Parliamentary law for the meetings of our various organizations is in some respects what civil law is for the community. It prevents the majority from exercising undue control over the minority. When understood by the majority it prevents the rule of a minority. A society in which it is observed is democratic; a society in which it is ignored may be ruled by a single member or by a few members, but probably not by the majority.

**Parliamentary Rules the Result of Experience.**—The rules now accepted as common parliamentary law have not been

adopted in any arbitrary manner, but are rather the result of the accumulated experience of deliberative assemblies during the past four or five centuries. They have been accepted because, in the language of Thomas Jefferson, they have been found to best subserve "accuracy in business, economy of time, order, uniformity and impartiality." These rules are based upon certain fixed principles, and are always in accord with good common sense. Let not the amateur parliamentarian, however, flatter himself that the good sense which he perhaps possesses will serve him in place of a thorough and technical knowledge of the science of parliamentary law. It is not only necessary to know parliamentary law, but the principles on which it is based, in order to correctly decide questions which are likely to arise at any meeting.

**Principles of Parliamentary Law.**—All parliamentary rules will be found to embody the following principles:

1. Justice to all.
2. Courtesy to all.
3. One thing at a time.
4. The rule of the majority.
5. The rights of the minority.

**Authority for Special Rules.**—Common parliamentary law is equally binding on all assemblies, but in addition special rules are often desirable. To know the extent of authority which any organization has in the making of rules, an understanding of the different kinds of assemblies as well as of the power which the individual organization has in adopting rules for its own government, is indispensable.

**Different Kinds of Assemblies.**—Some assemblies such as the U. S. Congress and the legislatures of the several states are made compulsory by law; others are authorized but are not compulsory, while others are voluntary.

Assemblies which are made compulsory by law, or which have been incorporated by authorization of law must conform to all statutory requirements, but may adopt rules for their government which do not conflict with a higher authority.

Each house of the U. S. Congress is at liberty to "determine the rules of its own proceedings" but may not adopt a rule making less than a majority of its membership a quorum for the transaction of business or any other rule which would conflict with the provisions of the constitution of the U. S.

Unincorporated societies are not thus restricted and have great freedom in the adoption of rules. This may at first seem an advantage, but there is a corresponding disadvantage in that the members of an unincorporated society lack the protection from the usurpation of power which is afforded by the necessity of conforming to regulations which even a majority cannot set aside.

**How to Become Incorporated.**—A voluntary society may become incorporated by adopting articles of association in compliance with the conditions of a state law which makes provision for the incorporation of such a society. The laws of the various states differ so greatly that it would be futile to attempt to explain the manner of becoming incorporated. The process is very simple, but the services of a lawyer are generally required, at least to the extent of finding the one or more laws under which incorporation is possible.

Articles of association may be changed and by-laws may be adopted or amended only in the manner provided by the state law. Anything done in conflict with statutory requirement is null and void.

Some of the compensations of such restraint are the power of holding property and the ability to bring legal action in the name of the society.

Every member of an incorporated society should be familiar with the incorporating statute, and for this reason it is desirable to have the statute printed in pamphlet form, together with the articles of association and by-laws.

The constitution of an unincorporated society corresponds to the incorporating statute and the articles of association of an incorporated society.

**Constitution and By-Laws.**—A society not intending to incorporate should, for the sake of stability, adopt a constitution and by-laws as early as practicable after organization has been agreed upon.

The advantage of having both constitution and by-laws, and the sole advantage, is for the sake of having only what is fundamental in the constitution, and making that difficult to amend, and of putting into the by-laws those details which may be changed without affecting the general character or work of the society.

Societies must not expect to frame con-

stitution and by-laws which will serve a number of years without change. It is impossible at time of organization to know just what will be needed, and as knowledge is gained by experience, amendments should be made.

The following constitution and by-laws are recommended to unincorporated clubs, not as being ideal, but as a model or foundation which may be adapted to the requirements of many organizations.

## CONSTITUTION

### Article I. Name.

The name of this association shall be the Lakeville Woman's Club.

### Article II. Object.

The object of this club shall be united effort toward peace, charity, equity and a higher civilization.

### Article III. Membership.

Sec. 1. Membership in this club shall be of three classes, active, associate and honorary.

Sec. 2. A candidate for active or associate membership must sign the following form of application:

"I desire to become an active (or associate, as the case may be) member of the Lakeville Woman's Club, and having carefully read its constitution and by-laws, hereby promise, if admitted to membership, to endeavor to further the object for which the club is formed."

Sec. 3. Applications shall be read to the club and then lie on the table at least one week before being voted upon.

Sec. 4. Elections shall be by ballot, and two negative votes shall exclude from membership.

Sec. 5. Names of rejected candidates cannot be presented again within one year.

Sec. 6. Active members shall consider themselves in honor bound, as far as possible, to study the subjects under consideration by the club, and to perform literary or committee work assigned them.

Sec. 7. Associate members shall be entitled to all the privileges of the club except those of voting and holding office, but shall have no responsibility in regard to the work of the club.

Sec. 8. Honorary membership may be conferred upon any non-resident person by unanimous vote of those present at any an-

nual meeting. Names of persons upon whom honorary membership is conferred may be enrolled for life upon the list of honorary members of the club when they have stated in writing their acceptance of such membership. Honorary membership shall not be conferred upon more than two persons in one fiscal year.

Sec. 9. No resignation from membership shall be accepted from one who is in arrears for dues.

Sec. 10. No resignation from membership shall be allowed after the fifteenth of October of any year unless dues for the entire fiscal year are paid.

#### Article IV. Officers.

Sec. 1. The officers of this club shall be a president, a first and a second vice-president, a recording secretary, a corresponding secretary, a treasurer, an auditor and a custodian.

Sec. 2. All officers shall be elected by ballot at the annual meeting, and continue in office one year, or until their successors are elected.

Sec. 3. A majority of all votes cast shall be necessary to constitute an election.

Sec. 4. No member shall hold the same office for more than two consecutive terms.

Sec. 5. Vacancies in office may be filled at any regular meeting in the same manner as at the annual meeting.

#### Article V. Meetings.

Sec. 1. The annual meeting shall be held the third Thursday in January of each year.

Sec. 2. Regular meetings shall be held from the first week of October to the first week of May, inclusive.

Sec. 3. Special meetings may be called by the president or by any three members; but no business shall be transacted except that for which the meeting was called, and which shall have been stated in the call.

#### Article VI. Quorum.

Sec. 1. One-third of the active membership of the club shall constitute a quorum at any regular or annual meeting, but at no time shall the lack of a quorum at a regular meeting prevent those present from proceeding with the program of the day.

Sec. 2. A majority of the membership of the club shall be necessary for a quorum at a special meeting.

Article VII. Amendments.

Sec. 1. This constitution may be amended at any annual meeting by a two-thirds vote of all active members present, the proposed amendments having been submitted in writing at a previous regular meeting.

Sec. 2. Amendments may also be made at any annual meeting without previous notice by the unanimous vote of all members present.

Sec. 3. By-laws and standing rules may be adopted, amended, or repealed at any regular or annual meeting by a two-thirds vote.

BY-LAWS.

Article I. Dues.

Sec. 1. The annual dues of active members shall be one dollar and those of associate members two dollars.

Sec. 2. Members failing to pay dues before the first of November shall be at once notified by the secretary, and those not paying before the first of January shall forfeit all rights to membership and their names be taken from the roll.

Sec. 3. Dues for the current fiscal year

must accompany all applications for membership.

#### Article II. Officers.

Sec. 1. The regular term of office of all officers shall commence at the adjournment of the annual meeting at which they are elected.

Sec. 2. The duties of officers shall be such as are implied by their respective titles, and such as are specified in these by-laws.

Sec. 3. The president shall appoint all standing committees and be ex-officio a member of the same without the right to vote.

Sec. 4. The recording secretary shall receive and present all applications for membership; keep an accurate classified list of the membership of the club, with the address of each member; receive all moneys due the club and pay the same to the treasurer, giving or taking a receipt for each sum transferred; notify delinquent members as required in Article I, Section 2, of these by-laws, and on the first day of January of each year take from the roll of members the names of all whose dues have not been paid.

Sec. 5. The corresponding secretary shall notify applicants for membership of their

election or rejection ; also notify all officers of their election and committees of their appointment, and in general conduct the correspondence of the club.

Sec. 6. The treasurer shall pay bills only upon warrants signed by the president and secretary ; keep an itemized account of all receipts and disbursements and present a complete statement the first meeting of each month of the transactions of the preceding month. The book in which the record of receipts and disbursements for the year has been kept, together with the warrants and vouchers, also the annual report of the treasurer, shall be submitted to the auditor at least one week before the annual meeting.

Sec. 7. The auditor shall examine the books of the treasurer, also the annual report of the treasurer.

Sec. 8. The custodian shall have charge of all properties of the club except such as are in actual use, subject to the direction of the club.

Sec. 9. The recording secretary, corresponding secretary, treasurer, auditor and custodian shall each make a written report at the annual meeting.

Sec. 10. All officers upon retiring from office shall deliver to their successors all

money, accounts, record books, papers or other property belonging to the club.

### Article III. Committees.

Sec. 1. There shall be three standing committees, consisting of three members each: Membership, Program and House.

Sec. 2. The Membership Committee shall investigate the qualifications of applicants for membership and report their recommendations to the club.

Sec. 3. The Program Committee shall recommend subjects of study at the first meeting in April for the year beginning the following October. When the general plan of work has been decided, this committee shall prepare a calendar for the literary work of the year and complete all necessary arrangements for carrying out the same.

Sec. 5. The House Committee shall recommend a place of meeting, and shall have general charge of the room or rooms agreed upon and the club furnishings of the same.

### Article IV. Meetings.

Sec. 1. Regular meetings of the club shall be held on Thursday, at three in the afternoon.

Sec. 2. The order of exercises shall be:

## *THE NECESSITY OF RULES*

1. Call to order.
2. Roll call.
3. Appointment of critic.
4. Reading of minutes.
5. Special order.
6. Communications from the president.
7. Reports of officers.
8. Reports of standing committees.
  - a. Membership.
  - b. Program.
  - c. House.
9. Reports of special committees
10. Election of members.
11. Unfinished business.
12. Miscellaneous business.
13. Report of critic for previous meeting.
14. Program for the day.
15. Adjournment.

Sec. 3. The order of exercises for the annual meeting shall be:

1. Call to order.
2. Roll call.
3. Annual report of officers.
  - a. Recording secretary.
  - b. Corresponding secretary.
  - c. Treasurer.
  - d. Auditor.
  - e. Custodian.
4. Address of president.

- n. 5. Miscellaneous business.
- 6. Election of officers.
- 7. Adjournment.

#### Article V.

The general subject of study and plan of work shall be decided by vote of the club.

#### Article VI.

The fiscal year shall be the calendar year.

#### Article VII.

The rules of parliamentary practice comprised in \_\_\_\_\_ by \_\_\_\_\_ shall govern the proceedings of this club, subject to the special rules which have been or may be adopted.

**Board of Managers.**—If a club desires a Board of Managers, the number of officers provided for in Article IV, Section 1, of the constitution may be increased by one or more directors. The sentence, "These officers shall constitute a Board of Managers," may then be added to the same section, and an article defining the duties of the board be inserted as Article IV of the by-laws. "Report of Board of Managers" should then be inserted just after "Reports of officers" in the order of exercises, Article IV, Section 2.

## II

### ORDER OF EXERCISES

"Order is Heaven's first law."—POPE.

**The Object of an Order of Exercises** is to provide a place for every variety of business that is likely to require attention and to insure the consideration of each subject at its proper time to the exclusion of everything else.

**The Call to Order** may be a matter of form and is accomplished by the president's striking the table with the gavel and saying, "The club will please come to order." This marks the time when the transaction of business is legally begun and the secretary begins to make a record of the proceedings.

**The Roll Call** is for the sake of ascertaining whether there is a quorum present or not and of keeping a record of the attendance. If the record of attendance is not desired, the presence or absence of a quorum may be determined by counting.

**The Critic** is usually appointed by the pre-

siding officer to serve for one meeting and report at the next meeting.

**The Minutes** of the last preceding regular meeting, and of any meetings which have been held since, should then be read by the recording secretary. The minutes of one meeting should be approved before those of the next meeting are read.

**Special Order.**—It is often the case that some item of business is of such importance that every member of the organization should have an opportunity of being present when it is acted upon. For convenience, such business may, upon motion, be made a special order for some subsequent meeting, and in such case when the head Special Order is reached, the president should announce the business for consideration.

**Communications from the President.**—Under this head the presiding officer, who is not at liberty to make or discuss a motion, may present to the assembly his ideas or wishes. The communication should be written and should be read by the president standing, but without surrendering his place as a presiding officer. It sometimes happens that the president has exceeded his rightful powers since the last previous meet-

ing, and has taken action for the society in some real or fancied emergency. He will report his action in the communication, giving reasons therefor.

**Reports of Officers.**—The corresponding secretary, or if there is no corresponding secretary, then the recording secretary should read all communications addressed to the society, excepting those from the president, whether from members of the organization, or from societies or individuals outside the organization. Each communication should be acted upon before another is read. The action taken will naturally vary with the character of the communication. Some may be disposed of by a motion to place on file; some will require action upon the subject matter of the communication; a letter of withdrawal from membership, or resignation from office may be disposed of by a motion to accept the withdrawal of the member, or the resignation of the officer. Communications which cannot be quickly acted upon by the society should be referred to a committee, or laid upon the table, to give time for deliberation without taking the time of the meeting.

**The Report of the Treasurer** is generally a

statement of receipts and disbursements, and should be disposed of by a motion that it be placed on file, or by a motion that it be referred to the auditor. The customary motion that the report of the treasurer be adopted is, if carried, equivalent to approving the account as rendered. No society can judge of the accuracy of a treasurer's report, containing several items, by simply hearing it read.

**Reports of Committees.**—After the reports of all officers have been heard, the president announces the next order of business, and calls on the standing committees to report in the order named.

Each of the standing committees may have more than one report, but each report should be disposed of before another is read.

Reports of special committees are received and acted upon in the same manner as those of standing committees.

**Unfinished Business.**—Under the head of "Unfinished Business," motions which were cut off by adjournment, or by the expiration of time allotted to business, or motions the consideration of which has been postponed until this meeting, may be again considered.

**Miscellaneous Business** gives a place for the introduction and transaction of any business which has not been provided for up to this time.

The literary program may be led by some person not the president of the society, if the society so desires.

**Adjournment.**—When the prescribed hour for adjournment arrives, or when the order of exercises is completed, the president may announce that the meeting stands adjourned, or a motion to adjourn may be made and voted upon.

**Order of Exercises at an Annual Meeting.**—The order of exercises at an annual meeting is necessarily somewhat different from that of a regular meeting.

A society which holds meetings at intervals through the year should approve the minutes of the annual meeting at the first subsequent regular meeting, while the transactions are fresh in the minds of the members. There will be no minutes acted upon at the annual meeting of such societies, unless they be the minutes of the preceding regular meeting, and this hardly seems appropriate. A better way, and one entirely consistent with the constitution and by-laws

recommended in this volume, is to have a brief regular meeting on the day of the annual meeting, at which time the minutes of the preceding regular meeting can be approved and any other business transacted which more properly belongs to a regular than to an annual meeting. Immediately after the adjournment of the regular meeting the annual meeting can be called to order.

At a regular meeting the most desirable place for any communication which the president desires to make seems to be immediately after the approval of the minutes and before the reports of the other officers, but at the annual meeting, when the president usually makes a formal address, the place of honor seems to be after the reports of all the other officers have been heard. However, there is no law or custom which will prevent any society from adopting an order of exercises to suit itself.

### III

## OFFICERS AND MEMBERS

"Here comes the neighboring justice, pleased to guide  
His little club, and in the chair preside."

—CRABBE.

The Presiding Officer of an organization is called a speaker, a moderator, a president, a regent, or a chairman, according to established custom in that particular kind of an organization. He holds the position not only of the highest honor, but of the greatest responsibility. The success and the orderly conduct of its meetings depend in a greater measure upon him than upon any other member.

In this country he is always addressed by the title belonging to the office, as Mr. President, Mr. Chairman, and never by his name, but whatever his official title he always speaks of himself as "the chair."

This may seem very awkward to one who is not familiar with the custom, but if a presiding officer says "I" in alluding to anything done while in the chair, he betrays a

lack of knowledge of the rudiments of parliamentary practice. He may speak of himself as "your president" when mentioning something done outside of a meeting in an official capacity, but decisions and opinions rendered while presiding are always those of "the chair." The form of address for any lady occupying the chair, whether she be Miss or Mrs., is Mrs. or Madam prefixed to the name of the office, as Mrs. President or Madam Regent.

**Duties of the Presiding Officer.**—The duties of an officer who stands at the head of any society are two-fold: first, those which pertain to the object for which the society was organized; and second, those which pertain to the conduct of the meetings of the society in the furtherance of that object.

The first are as varied as is the character of the numerous organizations; the second are those which come under the head of parliamentary usage, and are similar in all societies.

It is his duty to be regular and prompt in attendance at meetings of the society; to call the meetings to order at the specified time; to preserve order; to entertain motions which are in order, and at the proper

time to put them to vote; to repeat the motion under consideration or cause the secretary to read it whenever asked to do so by a member; to give respectful attention to the discussion of members; to announce the result of all votes; and in general carry forward the business of the assembly to the conclusions which it desires to reach.

**The Ideal President** has a good voice and a dignified, courteous and absolutely impartial bearing at all times. He has a thorough knowledge of parliamentary law, and therefore knows when a rule should be rigidly enforced, and when by unanimous consent some laxity may be safely allowed. He has tact to encourage the timid member and skill to repress the over-zealous one. In strict conformity to parliamentary law he should always state a motion (except in case of an appeal, and an appeal strictly speaking is not a motion) in the exact words in which it was originally offered, but he will sometimes change the phraseology of a motion, and in so doing will express the intent of the author in a way which will be acceptable and gratifying.

**The President Forfeits the Right to Make, Second or Discuss a Motion while occupying**

the chair. When he wishes to discuss a motion, read a paper, or make an address, he should call the vice-president to the chair, and then address the presiding officer and observe the same rules that are binding upon other members.

**The President Does Not Forfeit the Right to Vote**, but it is not customary for a presiding officer to vote except when the vote is by ballot or roll call.

It is not the duty of the president to instruct the members in parliamentary law, or to explain the reason for any parliamentary procedure before a point of order has been raised, but good judgment will lead him to do this many times in assemblies where parliamentary law is so imperfectly understood, as it is in many assemblies to-day.

In reply to the inquiry so often made, "Is a motion in order?" the president should say in effect, "The member may make the motion and the chair will decide." The reason for this is clear. Some motions might be in order, but the member might nevertheless offer a motion which was not in order at that time.

**The President and the Secretary Should Both Sign All Formal communications sent**

by the organization to any individual or to any other assembly, as resolutions of sympathy, petitions to a local council, state legislature and the like, and unless other provision is made, warrants, contracts and all legal documents.

If the president by special rule has the power to call a meeting and exercises that right, he should sign the call or notify the secretary in writing to issue the call. In the latter case the secretary should sign the call, placing above his signature the words, "By order of the president."

**The President Generally Has the Power of Appointing All Standing Committees,** and often the power of appointing special committees, but this is not a provision of common parliamentary law, and must be arranged by special rules or by action of the assembly. He may be a member ex-officio of all committees, with or without the right to vote, but this, too, must be by special provision.

**The Vice-President's Duties.**—The president will perhaps during his term of office give the vice-president an opportunity to preside. If he is not absent from necessity so that this opportunity will naturally be

afforded, he may remain away from one meeting, or may take his seat with the other members and allow the vice-president to preside. This is neither written nor unwritten law; it is a little act of deference and courtesy. The same spirit which prompts this courtesy will also suggest that the vice-president be notified of the plan some days in advance of the meeting, and be given information as to the business which is likely to receive attention.

**Recording Secretary.**—The duties of a recording secretary are only second in importance to those of a president. The president is the head and the secretary the right hand of an organization, and these two officers should be entirely harmonious in their endeavor to serve the best interests of the society.

Many persons who are willing to perform the onerous duties of the office of secretary have a very imperfect understanding of what the minutes or records should contain. The mistake is often made on the one hand of omitting things of which a record should be kept, and on the other of cumbering the records with imperfect condensations of essays and discussions.

**The Records or Minutes.**—There are certain facts which should be recorded by every secretary of every society. The name of the society, the kind of a meeting, the place in which the meeting is held, the date and the hour at which it was called to order should always appear. The record should also mention the presiding officer and the number and names of those in attendance. (It may be sufficient in the minutes of meetings of some societies to record the number present, but the record of meetings of legal assemblies or of stock companies should always show what persons were present.)

A careful record should be kept of all motions that were stated by the presiding officer, and the manner in which they were disposed of (whether carried or lost, referred to a committee or laid on the table), as well as the fact of adjournment and the manner in which adjournment was accomplished. Finally the minutes should be signed by the person who wrote them.

So much for the general character of the minutes. In their details, the records of various associations may differ widely and yet all be correct.

**Recording Communications—Three Ways.**

—Numerous communications and lengthy reports of committees are the *bête noir* of the secretary.

There are three ways in which these may be recorded, and every society may adopt the method best suited to its needs.

First, every communication and every committee report may be copied in full in the minutes. Such a record is very satisfactory because absolutely full and complete in itself, but it necessitates such a large amount of writing that we are prone to seek a way which will meet all requirements with less labor.

Second, each communication and report may be numbered and filed, in which case the minutes need only mention the subject of the communication or report. If a society holds its meetings in one room the year through, and has file cases for the preservation of its papers, this will prove a satisfactory method of keeping the records, but otherwise this method would be impracticable, as papers would be required for reference which could not easily be procured.

The third way, and the one most fre-

quently adopted by voluntary assemblies, is to enter in the minutes the substance of the communication or report in the language of the secretary.

The secretary should not attempt to prepare minutes in the form of an essay, neither should he write them in the style of a newspaper article. They should be comprehensive and yet as brief as is consistent with accuracy. Each subject should be in a separate paragraph for the sake of easy reference.

**Minor Duties of Recording Secretary.**—Parliamentary law makes it the duty of the recording secretary to send notices for meetings when directed to do so by the proper authority; to call a meeting to order in the absence of both the president and vice-president and entertain a motion for a temporary chairman; to call the roll for the purpose of keeping the record of attendance if such is the custom of the society; to call the roll of members when the vote is by roll call; to count the votes on either side when the vote is by raising hands or standing unless tellers are appointed for that purpose; to draw and sign all warrants upon the treasurer, and to carefully preserve all

papers which come into his possession and furnish them for use when requested by the assembly.

In addition to these duties the by-laws may prescribe others.

When a society, in addition to the recording secretary, has a corresponding secretary, a financial secretary or a federation secretary, the by-laws should make clear the duties of each.

**Other Officers.**—Parliamentary law prescribes the duties of only two officers, one to preside and one to keep the records. Every organization has the power by special regulation to create such other offices as circumstances may require and to prescribe the duties of such officers.

The vice-president has no duties except such as may be specially provided for, except in the event of inability on the part of the president, in which case he becomes the acting president, with all the power of the president.

In a general way the treasurer would have charge of the funds, but whether he should disburse money by order of an auditing committee, by vote of the club or upon a warrant duly signed, the society itself must determine.

**Members.**—The members of an association who are not officers have duties and responsibilities, if not as important, certainly as necessary of observance as those of the officers.

It is the duty of every member to assist in maintaining a certain *esprit de corps*, which is often the strongest bond of union in any society; to be loyal to the officers duly elected, whether those officers were his personal choice or not. A member must not talk while another is talking; must not intrude his private affairs or the business of any other society in which he is interested on the attention of the assembly; must not interrupt a member who is speaking except to raise a point of order or to rise to a question of privilege; must not pass between the presiding officer and any member who has the floor, and must never indulge in personal remarks or say or do anything which will engender bad feeling.

When a person is speaking it is the duty of the presiding officer and of all members to give undivided attention to what is said and to put the best construction on the words of the speaker.

In alluding to other members in debate,

he must not speak of them by name, but must designate them in some other way not uncomplimentary, which may be readily understood, as "the member who spoke on the other side of this question," or "the member who has just spoken."

In one of the famous speeches made by Henry Clay in the National House of Representatives, he said: "An honorable gentleman from Massachusetts, of whom I am sorry to say it becomes necessary for me to take some notice," meaning Mr. Quincy; at another time he spoke of Mr. Quincy as "the gentleman to whom I have been compelled to allude."

This allusion to Mr. Quincy, although rather sarcastic, and betraying, perhaps, an undercurrent of animosity, nevertheless illustrates the matter in hand.

A member should ask to be excused if he wishes to leave the meeting before adjournment.

If he expects to take an active part in the business of the society he should be as familiar with parliamentary law as the president is expected to be, and he should consider it a duty as well as a privilege to vote on every question.

A member is at liberty to use parliamentary tactics to further his own views in the disposition of every question, but if he values his own reputation he will never make unnecessary motions or continue to raise points of order for the sake of displaying his knowledge.

It would be impossible to enumerate all the duties, rights and privileges of members.

In general the same rules of courtesy and good breeding which are observed in social gatherings are in force in every assembly, and every member should keep in mind that others have rights equal to his own.

## IV

### COMMITTEES

"But the first council of the great-hearted elders met beside the ship of King Nestor the Pylos-born."—HOMER.

**Advantages of Committees.**—The employment of committees is such a convenient method of facilitating the transaction of business that their appointment is a settled custom in all organizations, large or small.

The advantage of having committees lies in the fact that the work may thus be subdivided and each committee may give the special subjects referred to it that careful and deliberate examination which for lack of time and the multiplicity of the subjects considered it would be impossible for the entire assembly to give.

The work of large assemblies is done to such an extent by committees that often the part performed by the assembly is little more than voting upon the reports of committees. Obtaining a favorable report from a committee on any proposed measure is

almost equivalent to favorable action by the assembly.

**Appointment of Committees.**—Committees may be appointed by the chair, by ballot or by *viva voce* vote of the members, but no committee can be appointed without the authority of the assembly. Authority may be given by standing rule, or a motion providing for a committee may be made.

Committees are of three kinds: standing committees, special committees and committees of the whole.

Joint committees and conference committees only exist in legislative bodies consisting of two branches, and therefore need not be explained here.

**Standing Committees** are those which are appointed for a certain period of time, usually one year, for the performance of certain duties specified in advance. They are usually named with reference to the duties devolving upon them, as finance committee, printing committee, program committee. But though the name may imply in a general way the duties of such committees, it is necessary that these be clearly stated to obviate any misunderstanding. For instance, the duties of an auditing committee may be to examine all bills presented

for payment, or to examine the books and vouchers of the treasurer at stated times.

**Appointment of Standing Committees.**—The by-laws or rules of every association should provide for the manner of appointing standing committees, designate the number of members of which each must consist, and define their duties.

A common custom is for the newly elected president of a society to appoint all the standing committees.

This custom gives the president much power, but perhaps not too much. Having been elected by a majority vote of the assembly, if he have a policy to carry out it seems right that he should have the appointment of the committees on whose aid and co-operation he must rely. If, then, he has the power to appoint the standing committees, it is his privilege to appoint a majority on each committee of those who are in sympathy with his views. If two parties or factions exist, the rights of the minority demand that they should have representation on every committee.

A board of managers or directors is of the character of a standing committee, but its members are usually elected in the same manner as the officers. In the order of

business, the report of such board is generally the first under the head of reports of standing committees.

**Special Committees** are those whose duties are temporary in character.

To provide for the appointment of a special committee, a motion should first be made that a committee be appointed, or that a pending motion be referred to a committee. The number composing the committee should next be determined, and then the manner of appointment.

The **Motion for a Special Committee** may include the manner of appointment and the number of members which such a committee should contain, but it seems more natural to first vote upon the motion that a committee be appointed, for the reason that if this motion is decided in the negative there will be no occasion for considering the other motions.

If power is given the presiding officer to make the appointment he may appoint the committee at once, or he may say, "The chair will appoint the committee later." If the committee is not appointed until after the close of the session, the secretary should be informed of the persons appointed, that their names may be entered on the record.

After the number of which a committee is to be composed has been decided and the committee has been appointed, no additional names can be legally added.

**Eligibility of Members to Committees.**—Any member of a society, unless personally interested in the question to be considered by the committee, is eligible to appointment, but his obligation to serve is not a question of parliamentary law. The member who has the welfare of the society at heart will be loath to shirk any of its responsibilities.

**The President a Member of Committees.**—The president of a society is often made a member of every standing committee, sometimes a member of every committee, sometimes a member without the right to vote.

If the by-laws contain the clause, "The president shall be ex-officio a member of all committees," the right to vote is granted. If it is intended that he be a member ex-officio without the right to vote, the clause should read, "The president shall be ex-officio a member of all committees, but without the right to vote."

The mistake is sometimes made of putting

too much talent on one committee. An excellent music committee in a certain church consisted for years of two persons, one of whom was a good judge of music and the other did not know Old Hundred from Yankee Doodle, but, being conscious of his ignorance, he was willing to sanction whatever was suggested by the musical member. There was no lack of harmony on that committee nor in the music it provided for the church.

Another committee appointed to draft a constitution and by-laws was composed of three persons, any one of whom was entirely competent to perform the task. Fortunately one declined to serve, but before the committee had prepared its report the two remaining members had ceased to be on friendly terms.

**A Committee Appointed to Act** for the assembly in cases where a course of action has already been decided upon should be composed of those who are friendly to the measure.

**A Committee for Deliberation** should be selected with reference to qualifications of members to deal with the subject under consideration. The formation of efficient

committees and the preservation of peace and harmony in the entire membership is a task requiring great tact and skill.

The member who makes the motion that a special committee be appointed is usually named first upon the committee, but not of necessity.

The first member of a committee, either standing or special, is the temporary chairman, and should convene the committee, which may then elect its chairman.

It is so general a custom to appoint as chairman the person who made the motion for a committee or for the commitment of a motion, that a member who does not wish to serve in that capacity sometimes makes a motion to the effect that a committee be appointed of which he shall not be a member.

**Committee Meetings.**—Committees must meet to confer and prepare a report. It is not sufficient for the chairman to consult members separately.

It is the privilege of the chairman of a committee to name the time and place for the meeting, and his duty to see that every member of the committee is notified.

If the chairman neglect or decline to call a meeting of the committee, any two mem-

bers of the committee may call the meeting. Other members of the society who may be invited to attend have no right to vote, and may only speak by permission of the committee.

A committee can not take action unless the requisite number to constitute a quorum is present. In the absence of special provision the majority of a committee constitutes a quorum.

Committees should never convene during a meeting of the society except by permission or special request.

The assembly may request the members of a committee to withdraw and consider a question, but cannot compel them to do so; otherwise it would be possible for a majority to secure the appointment on a committee of members known to be opposed to some measure they favored, then compel the committee to convene and pass the measure in their absence.

The chairman bears the same general relation to the committee that the president of a society does to the assembly. He must preserve order, and see that the question referred to the committee is properly considered and that the report to be presented to the society is duly prepared and signed.

**Procedure in Committee Meeting.**—In the process of reaching conclusions a committee may proceed by making motions and voting with the same formality that is observed in the assembly. It may appoint a secretary and keep full minutes of its proceedings. This course is generally pursued in large committees and by boards of directors or executive committees, which have the general business management of a society. But when the committee is small the usual way is to confer informally, keeping only such memoranda as is necessary to aid in making the report.

**The Power of Committees.**—Much misapprehension exists as to the power of a committee. The fact is, a committee has no power except that which is given to it by the assembly.

Should the assembly refer a motion to a committee with power to act, then and not otherwise the committee may first take action and report to the assembly afterwards ; but in no case may a committee take action without express authority from the assembly. A committee should always carefully do the work assigned it, and under no circumstances transcend its power.

In the ordinary routine of society meet-

ings a committee is expected to report at the first opportunity, a standing committee at the first regular meeting after a question has been referred to it, and a special committee at the first regular meeting after appointment. Should the report not be ready when called for, the chairman should rise and say, "The committee desires more time," or "The committee desires further time in which to prepare a report." This request is usually granted, but the assembly has a right to discharge a special committee and take action on the question referred to it without waiting for a report.

**Committee Reports.**—The report of a committee should be addressed to the society, and should contain definite statements of information procured, duties performed, or specific recommendations showing the opinion of the committee. It should not be the minutes of the committee meeting.

The following forms will illustrate what is meant, the first showing the form of report made by a committee appointed to obtain information and the second the form of report of a committee to which a communication or a motion has been referred:

*To the Lakeville Parliamentary Law Club:*

Your committee appointed to ascertain

the cost of painting the outside of the club house beg leave to report that the following bids to do the work in accordance with the specifications have been received:

Brown, Thompson & Co.....	\$79.00
Phillips & Morse.....	83.00
Decorative Art Co.....	91.00

Respectfully submitted,

M. F. Warren,  
L. C. Cobb,  
F. G. Watson.

*To the Lakeville Scientific Club:*

Your committee to which was referred the communication from Prof. Wiseacres, offering to deliver his lecture, "Life and Customs of the People of Mars," under the auspices of this club on the nineteenth of November, for the sum of \$75.00, have carefully considered the desirability of accepting the proposition, and respectfully recommend that he be engaged.

Respectfully submitted,

O. R. Comstock,  
I. N. Walters.

The report should be signed by all members of the committee present at the meeting of the committee who agree with the report.

The signature of the chairman should appear first, and the signature of the other members usually follow in the order of their appointment, though this is immaterial.

Each signature is a guarantee to the assembly that the member is familiar with the report and thereby endorses it.

If not convenient to prepare the report of the committee in shape for signatures while the committee is in session, it may be written out afterwards and signed before it is presented.

The report should be neatly and legibly written, so that time will not be unnecessarily consumed in deciphering it. If not properly prepared, the assembly is justified in recommitting the report for the express purpose of having it put in proper shape.

The report should be presented to the assembly by the chairman of the committee, unless some one else has been selected by the committee for that duty, and it may be read by the member presenting it or by the secretary of the assembly.

**Consideration of Committee Reports.—**  
After the report has been read a suitable motion should be made with reference to it. It is customary to make a motion upon the

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report as a whole, but there is much misapprehension as to the proper motion to make. A motion that the report be received is superfluous, for it has already been received. A motion that it be placed on file, or that it be entered in the minutes, only indicates the manner in which the assembly wishes the report preserved. A motion that the report be accepted is appropriate when the report contains statements of what has been done or of information secured by the committee, as, for instance, a report of the character of the first one of the two preceding.

A motion to adopt the report, if carried, means that the recommendations of the committee become thereby the action of the assembly.

This is a very simple procedure when the assembly does not wish to make any modifications of the recommendations. Should changes be desired amendments are offered, but it must be understood that although the recommendations of the committee are subject to amendment by the assembly, the report of the committee as such cannot be amended. That is, the assembly cannot make the report other than the committee

made it, but it may change the recommendations made before adopting them.

**Recommendations of Committee May be Amended.**—To avoid complications and consequent misunderstandings which are likely to arise when motions are made to amend the motion to adopt the report of the committee, a motion should be made at once upon the substance of the report, the propositions which it contains. Referring for illustration to the second of the two preceding reports, instead of a motion that the report of the committee be adopted, the motion to be preferred is that the recommendation of the committee, viz., that Prof. Wiseacres be engaged to deliver his lecture, "Life and Customs of the People of Mars," on the nineteenth of November 19—, for the sum of \$75.00, be adopted.

**Recommittting a Report.**—If the report of a committee is not satisfactory, a motion to recommit may be made, or that the report be referred back to the committee (the two motions meaning the same), and such a motion may include instructions.

If no instructions are given, the committee will probably be able to change its report or prepare a new one which will be acceptable

to the assembly, having ascertained the wishes of the majority from the discussion. The committee must then reconvene and prepare another report.

If a committee is in doubt as to what is expected of it, a request for instructions should be made to the assembly.

Committees almost invariably consist of an odd number of members in order to prevent a tie vote.

**Minority Reports.**—If there are members of a committee that do not concur in a report, they are at liberty to prepare a minority report. The existence of a minority report should be made known to the assembly immediately after the motion on the report of the committee has been stated. The motion may then be made to substitute the report of the minority for the report of the committee, or, as it usually is called, the majority report. If this motion prevail, the minority report takes the place of the report of the committee for consideration.

Committees should return all manuscripts referred to them, such as communications or resolutions, without mutilation or defacement.

When the report of a special committee :

has been received by the assembly, the committee is thereby discharged without a motion to that effect.

**Committee of the Whole—Origin.**—The committee of the whole had its origin in the House of Commons during the reign of James I. At that time the speaker, though a member of the House, was nominated by the will of the king, and the clerk and sergeant-at-arms were appointed by the king. The House then conceived the idea of sitting as a committee of the whole, “Mr. Speaker alone excepted.” The clerk and sergeant-at-arms were also excused, and there was then no record book which should divulge their actions to the king. The House could then indulge in that freedom of debate which was impossible when the minions of the king were present. In vain did King James and his successor protest. The king could convene and prorogue Parliament at pleasure, but he had no power over the committee of the whole. It is, in fact, the assembly itself in session as a committee, a custom which has proved convenient for certain purposes, and is therefore retained, though the occasion which gave it birth no longer exists.

**Committee of the Whole—Advantages.**—In the consideration of a question involving many details one advantage of sitting in committee of the whole is the greater liberty afforded for the interchange of views by the temporary freedom from rules restricting debate. Another advantage is the fact that motions made and votes taken do not become part of the permanent record of the assembly. When a series of resolutions or the revision of constitution or by-laws is under consideration, assemblies will therefore do well to avail themselves of these advantages of the committee of the whole.

**Committee of the Whole—Organization.**—The change from sitting as an assembly to a session of the committee of the whole is accomplished by an affirmative vote on a motion to the effect that the assembly resolve itself into a committee of the whole for the purpose designated in the motion.

Such a motion is in order whenever a motion to commit is in order.

Should the motion prevail, the presiding officer calls some one to the chair, and takes his place as a member of the committee.

**Committee of the Whole—Rules Governing.**—A quorum for the committee of the

whole is the same as the quorum for the assembly.

What has already been said as to the power of committees, the process by which conclusions are reached and the reports of committees is equally applicable to committees of the whole.

The motions "to refer," "to lay on the table," and "for the previous question" are not permissible in committee of the whole.

Rules which may have been adopted by the assembly, limiting the length of time or the number of times that a person may speak, are not in force in committee of the whole, nor can the committee adopt rules governing debate. In order to effect this, however, the committee may "rise" (in which case the regular presiding officer resumes the chair), and the assembly may then adopt rules governing debate in committee of the whole, whereupon the society may again resolve itself into such a committee.

The proper motion to close the session of a committee is that the committee rise.

The committee of the whole may move to rise and report, or to rise, report progress and ask leave to sit again.

# V

## MOTIONS

" . . . what you have to say,  
I will with patience hear, and find a time  
Both meet to hear, and answer, such high things."

—JULIUS CÆSAR, Act I., Scene 1.

**Introduction of Business.**—The business of an assembly is introduced through one of its members by the offering of a motion, or the presentation of a communication, report or resolution. If a communication, report or formal resolution is presented, a motion must be made to bring the question before the assembly for consideration and decision.

**Form of Motion.**—The question always is, "Are you in favor of the motion, or are you opposed to it?" When a member says, "What is the question before the house?" he means, "What is the motion now under consideration?" In reply to such an inquiry the chair should say, "The question is upon the motion" (repeating the motion).

Whenever in parliamentary usage a mo-

tion is reduced to writing it is presented in the form of a resolution. For instance, a member says, "I move that the architect be instructed to provide for mill construction in the plans and specifications for the new building," but when asked to present the motion in writing it appears as follows:

Offered by\_\_\_\_\_:

*Resolved*, That the architect be instructed to provide for mill construction in the plans and specifications for the new building.

Any main proposition is thus spoken of as a resolution. When a proposition is presented in the form of a resolution, the motion is "to adopt the resolution." A preamble in one or more paragraphs often precedes the resolution, as:

*Whereas*, We, the undersigned, deprecate the maintenance and enlargement of the standing armies of the world as a menace to civilization, to culture and to religious ideals, therefore,

*Resolved*, That we hope the conference called by his majesty, the Czar of Russia, will result in the abolition of war as a means of settling international disputes.

**Motions Should be Affirmative, Not Negative.**—A motion should be in such language

that the affirmative vote will be in favor of doing something rather than in favor of not doing something. For instance, a motion that a contract be entered into is preferable to the motion that the contract be not entered into.

A motion that the contract be not entered into necessitates an affirmative vote (aye) from those who are opposed to the contract, which tends to misunderstanding and confusion.

A motion of the character that delegates go uninstructed or that the invitation be declined, although negative in intent, is not open to the same objection.

The motion to amend by inserting the word "not" should never be entertained when a negative vote on the original motion would have the same effect as the affirmative vote on the motion with "not" inserted, for the reason that the proper course is to take the affirmative side first.

**The Main Question.**—It is a general parliamentary rule that only one motion can be before the house at a time. By this is meant that only one main subject can be under consideration at a time. This is called the main motion, but while this main motion is pending certain other motions may

be made and voted upon. Such motions must relate to the main motion, or else must be of such a character that they are entitled to prior consideration.

A motion is pending from the time it is stated by the chair until it is disposed of, but it may not be under immediate consideration all of that time. This fact makes it necessary for every member of an assembly to know what motions are in order while the main motion is pending, and in what order they may be offered.

The fact that other motions may be made must not be understood to mean that there is any reason why the vote should not be taken immediately if the members are ready.

**Precedence of Motions.**—If the assembly is not ready to vote on the motion in the shape in which it is presented, the motions most frequently made are:

- First. To amend.
- Second. To amend the motion to amend.
- Third. To commit or refer.
- Fourth. To postpone to a time certain.
- Fifth. For the previous question.
- Sixth. To lay on the table.
- Seventh. To adjourn.
- Eighth. To fix the time or place to which to adjourn.

This short list should be committed to memory.

The last motion stated by the chair is the only one under immediate consideration, and is always the first one voted upon.

When these motions are spoken of with reference to their rank, the first motion made is considered the lowest in rank and the motion to fix the time or place to which to adjourn the highest in rank.

This list does not include all the motions which may be made and voted upon before the main motion comes to a vote, but it should be perfectly understood that if any two, or if all the motions in this list are made, they must be made in the order here given.

For instance, a motion to commit having been made, a motion to amend the main motion could not be entertained unless the motion to commit were first voted upon and lost, but while the motion to commit was pending any of the motions numbered from four to eight would be in order.

**To Amend.**—A motion to amend is a proposition on the part of some member to change the motion already made.

If the vote on the motion to amend is in

the affirmative, the change is made, and the motion thus changed (amended) is then before the assembly for consideration.

• It is a well-established rule that only two motions to amend can be pending at one time, and that the second motion to amend must be a motion to amend the proposed amendment.

**The Motion to Amend Must be Germane;** that is, must be on the same subject as the motion which the mover proposes to amend. The rule of the House of Representatives of the United States, "No motion or proposition on a subject different from that under consideration shall be admitted under color of amendment," is the rule commonly accepted throughout the United States.

There will of necessity be a difference of opinion sometimes as to whether a proposed amendment is germane. The presiding officer will entertain the motion or refuse to entertain it according to his own judgment. Such a decision is subject to appeal.

It is not necessary to include in the motion to amend the motion which the mover proposes to amend, for the reason that the motion to amend could never apply to any motion but the last one stated by the chair.

To illustrate, suppose a member has moved that the membership committee be authorized to have two hundred blank forms of application printed, another member has moved to amend by substituting "engraved" for "printed," and another member wishes to move to amend by adding "providing the cost does not exceed ten dollars." He need not say, "I move to amend the amendment," neither need he say, "I move to amend the motion to substitute 'engraved' for 'printed' by adding 'providing the cost does not exceed ten dollars,'" for the motion to substitute "engraved" for "printed" is the only motion which could be amended at that time.

**Motions to Amend May Be:**

- To amend by inserting or adding,
- To amend by striking out,
- To amend by substituting.

The motion to amend by substituting may be to substitute a word, phrase, or clause for some other word, phrase, or clause in the motion which it is proposed to amend, or by substituting an entire proposition in place of the one already submitted. It is the same as a motion to strike out and insert. When a motion is poorly expressed it is often better to substitute an entire proposition than to change a part of it.

Amendments are frequently proposed by a motion which does not include the words "to amend," as, "I move to add," or "I move to substitute." There is no objection to offering an amendment in this form, as it is readily recognized as a motion to amend. Members should avoid saying, "I move to amend by having," or "by making."

The motion to amend becomes a main motion when applied to constitution or by-laws previously adopted.

**To Commit or Refer.**—The motion to commit, number three on the list, may be made after motions to amend have been made, but not after any of the motions which follow in the list have been made and have not been voted upon. The form is "I move to refer to a committee," or "to \_\_\_\_\_ committee," inserting in place of the blank the name of some standing committee. An affirmative vote on this motion temporarily disposes of the main motion and such motions to amend as were pending at the time the motion to refer was offered. In other words, the motion to refer cannot apply to the motion or motions to amend without including the main motion.

The motion to commit becomes a main

motion when it is the first motion made upon the report of an officer or upon a communication presented to an assembly.

**To Postpone to a Time Certain.**—The usual form for the motion to postpone to a time certain is, “I move to postpone the further consideration of this question until \_\_\_\_\_,” always naming the time to which postponement is desired. An affirmative vote on this motion temporarily disposes of all motions pending, but when the question is again considered only the main motion and the motions to amend are deemed pending. In other words, the motion to commit is not considered unless offered again.

The motions to commit and to postpone to a time certain may each be amended, the rules already given for amending the main motion being equally applicable to these.

**The Previous Question.**—The motion for the previous question is often misunderstood, but when the real meaning is kept in mind is not at all difficult. It means “I move that debate now cease and voting begin.” The motion is never debatable and, if carried, no more discussion is allowed either on the motion then under consideration or any other motion then pending.

After an affirmative vote on this motion, the principal question is said to have been ordered, but this does not mean that any motions pending are to be passed over without a vote.

Discussion may be closed on the single motion under consideration if so desired.

If a member wishes to close debate on the motion to amend, he says, "I move the previous question on the motion to amend." This motion if carried only precludes debate until the motion to amend has been voted upon.

**The Previous Question—When in Order.**—The motion for the previous question is always in order when a debatable motion is under immediate consideration and at no other time.

While this motion is pending, or after the main question has been ordered, the motions to postpone indefinitely, to amend, to commit and to postpone to a time certain can not be entertained, though votes taken on these motions either prior or subsequent to such ordering may be reconsidered.

If debate is closed on a motion by the ordering of the previous question, it may be resumed on the motion to reconsider and

on the motion again brought before the assembly by an affirmative vote on the motion to reconsider.

A motion to reconsider a vote on an amendment or on a motion to commit may be made after the previous question has been ordered, but under such circumstances the motion to reconsider is not debatable.

**To Lay on the Table.**—The motion to lay on the table is not unfriendly to the motion to which it applies, though it is sometimes so regarded.

The object may be to delay action until a more favorable time for the consideration of the motion, or to secure time for the consideration of business more urgent.

The motion to lay on the table, if carried, takes from consideration every motion pending except when a motion is made to lay on the table an appeal from the decision of the chair or when applied to questions of privilege.

An affirmative vote on the motion to lay on the table an appeal from the decision of the chair, sustains the chair.

An affirmative vote on the motion to lay a question of privilege on the table takes the question of privilege and all pending motions relating to it, but does not affect the

motion under consideration when the question of privilege was raised.

Of the eight motions enumerated as those most frequently used while a main motion is pending, numbers one to six relate to the main motion, and are subsidiary or secondary motions.

**To Adjourn.**—The motion to adjourn, number seven in the list, and the motion to fix the time or place to which to adjourn, number eight in the list, do not relate to the main motion, but are of such a character that they are entitled to consideration while the main proposition and all pending motions relating to it are held in abeyance.

The statement is often made that a motion to adjourn is always in order. This is true within certain limitations. A motion to adjourn is not in order when it has just been defeated, while a vote is being taken, when the assembly has just decided the time of adjournment, while a member is speaking or when the motion to fix the time or place to which to adjourn is pending.

When a motion to adjourn is carried while motions are pending, such motions are before the assembly at the next subsequent meeting under the head of Unfinished

Business, but no motion is considered as pending except the main motion and the motions to amend.

**To Fix the Time or Place to Which to Adjourn.**—A motion to fix the time or place to which to adjourn—that is, to fix the time or place for the next meeting—is the only motion which may be made while the motion to adjourn is pending except in rare cases, when a point of order might be raised.

**Other Motions in Order While Main Question is Pending.**—There are other motions than those in the list which may be incidentally used while the main proposition is pending, and although not so frequently needed, the members of an organization should be able to use them when they will best serve their purpose, and every presiding officer should know what they are and the rules which govern them.

Any of the following motions may be made before the motion to adjourn is offered, but none of them is in order while the motion to adjourn is pending:

Objecting to consideration of the question.

To postpone indefinitely.

For filling blanks.

For informal consideration.

To recommit.

To give leave to speak out of order.

To give leave to speak after disorderly speaking.

To make a special order.

To extend or limit debate.

To suspend a rule.

To allow the withdrawal of a motion.

For the reading of papers.

To fix the time of adjournment.

To adjourn to a specified time.

To take a recess.

Besides the above; a division of certain questions may be called for, a reconsideration of certain votes may be ordered, motions providing for the manner of voting may be made, there may be a call for the order of the day, and points of order and questions of privilege may be raised.

**Objection to Consideration of the Question**, although peculiar in form, must be treated as a motion. Objection can only be made to the consideration of a main motion, and must be made if at all before any amendment has been offered and before any discussion has taken place. The form is: "I object to the consideration of the ques-

tion," or "I raise the question of consideration." The vote must then be immediately taken on the question: "Shall the motion be considered?" no other motion being in order while the question of consideration is pending. If the vote is in the affirmative, the main motion is before the assembly the same as though the question of consideration had not been raised. If in the negative, the result is as if the main question had never been offered.

**To Postpone Indefinitely** is a motion akin to objection to consideration of the question. It differs from it in that it may be made after discussion has taken place. It can only be applied to the main motion, and may only be made while the main motion alone is pending. It is equal in rank with the motion to amend, and may be superseded by motions of a higher rank.

This motion should not be confounded with the motion to lay on the table, for its purpose is different. The motion to lay on the table is presumably for the purpose of temporarily suspending action, while the object of the motion to postpone indefinitely is to put the motion entirely beyond the reach of the assembly.

In voluntary assemblies a motion which has been indefinitely postponed may be renewed at a subsequent meeting, unless a rule prohibiting such renewal has been adopted. No motion can be renewed at the same meeting at which it has once been acted upon except by a motion to reconsider.

**Filling Blanks.**—A motion or suggestion for filling blanks ranks with the motion to amend. Sometimes a resolution is offered with a blank which is to be filled by a date, a name or a number. Each member of the assembly is at liberty to make one suggestion for the filling of such blank. If a motion is made which contains a number, and a motion is made to substitute some other number, a blank is understood to exist which may be filled by either of these two numbers or by one of the many which may be suggested later.

**Informal Consideration.**—The motion to proceed to informal consideration of a proposition may sometimes be used to advantage when the proposition under consideration is not in good shape and needs careful revision before definite action is taken. This motion ranks with the motion to commit, and if carried the assembly is practically in com-

mittee of the whole, the only difference being that the presiding officer does not leave the chair. The order of procedure during informal consideration is the same as in committee of the whole. The secretary does not record the motions made, but only keeps such memoranda as is necessary for subsequent formal consideration by the assembly.

**To Recommit.**—The motion to recommit is in order whenever a motion to commit is in order, and is subject to the same rules.

**To Make a Special Order.**—The motion to make a special order ranks with the motion to postpone to a time certain. The form is, "I move that the consideration (or further consideration, as the case may be) of this motion (report, resolution, or communication) be made a special order for \_\_\_\_\_," in each case mentioning a definite time, which may be during the same meeting, or at a subsequent meeting.

**To Limit Debate.**—The motion to extend or limit debate ranks with the motion to close debate (the previous question). Unless an organization has adopted rules governing debate, any member may speak on any debatable motion as many times as he

can secure the floor and as long as he chooses each time. When any debatable motion is under consideration, a motion limiting the number of times a member may speak, the length of time he may speak or the aggregate time to be used in debate by the assembly is in order.

**To Suspend a Rule.**—The motion to suspend a rule is never in order unless prior provision has been made for such suspension. When such provision has been made the motion to suspend a rule is in order while any or all of the motions numbered one to six in the foregoing list are pending. The motion should be made with reference to a particular rule, and not in a general way. No organization has power to suspend a provision of its constitution, or articles of association, or to suspend any rule imposed by a higher authority.

**The Withdrawal of a Motion.**—The motion to allow the withdrawal of a motion may be made by any member. A motion which has been stated by the chair is in the possession of the assembly, and if the mover wishes to withdraw it from further consideration he addresses the chair and says, "I ask leave to withdraw my motion," and the

presiding officer says, "If there is no objection the member is allowed to withdraw the motion." If any objection is made, the question of allowing withdrawal must be put to vote.

A motion cannot be withdrawn after the vote upon it has been ordered.

A member has the right to withdraw his motion before it is in possession of the assembly, that is, before it has been stated by the chair.

If a principal motion is withdrawn all pending motions relating to it are necessarily withdrawn.

**Reading of Papers.**—A motion, or as it is generally spoken of, a call, for the reading of papers, may be treated similarly to the motion to allow the withdrawal of a motion. If a member desires to read or have read any document written or printed which in his opinion would give information on the pending motion, it may be read if there is no objection. If objection is made, the question of reading the paper must be put to a vote. This does not apply to the reading of a communication, report or resolution under consideration.

It is generally conceded that a paper under consideration (whether it be a communica-

tion, report or resolution) may be read as many times as necessary to insure an intelligent understanding of its contents.

The motions

To fix the time of adjournment,

To adjourn to a specified time,

To take a recess,

are in order whenever a motion to adjourn is in order.

**Division of the Question.**—A motion or call for a division of the question is often granted by unanimous consent, but if such consent is not given, a motion that the question be divided may be offered. It can only be applied to motions capable of being divided into two or more parts, each of which might be reasonably adopted independently. The motion to divide must state what division is desired. If the motion prevails, the different parts are considered and disposed of in turn.

A division of the question may be called for after the previous question has been ordered.

**To Reconsider a Vote.**—The motion to reconsider a vote is seldom applied to any vote but that on a main motion, but it may be applied to the motions to indefinitely post-

pone, to amend, to commit, to postpone to a time certain and the vote for the previous question.

**Motion to Reconsider—When to be Made and by Whom.**—If the vote has been taken on the main motion to which these motions relate, then these cannot be reconsidered without first reconsidering the vote on the main question.

A motion to reconsider the vote on any of these motions cannot be made while a motion of higher rank is pending.

A motion to reconsider can only be made by a member who voted with the prevailing side.

The motion to reconsider a vote, if carried, annuls the vote already taken, and brings the motion before the assembly again for consideration.

Special rules are needed to prescribe the limit of time within which the motion may be made, otherwise it is limited to the session at which the vote was taken.

Societies having meetings on consecutive days generally limit reconsideration to the day following that on which the vote was taken. A rule very generally adopted is that a motion to reconsider a vote shall only

be allowed at the same or the first subsequent meeting. Notice of intention to move to reconsider may then be written and filed with the secretary either during the meeting or in the interval before the next meeting.

If the motion to lay on the table or the motion to adjourn is made and carried while the motion to reconsider is pending, or if notice of intention to move to reconsider has been given, the vote which it is proposed to reconsider is temporarily annulled, and if the limit of time elapses before the vote on the motion to reconsider is taken, the effect is as if it had not been suggested. A treasurer will be careful not to pay money, the president and secretary will refuse to sign a contract until the expiration of the limit of time during which a reconsideration of the vote ordering such action is possible.

No vote can be reconsidered more than once. A vote is sometimes reconsidered immediately for the express purpose of preventing subsequent reconsideration which might result in a contrary decision, though such action might be considered reprehensible as subversive of the true object of the motion to reconsider. No business need in-

tervene between a vote and a motion to reconsider the vote.

The motion must clearly state what motion is intended, as, "I move to reconsider the vote by which it was decided that seven dollars per month be allowed the corresponding secretary for clerk hire." If notice is given the secretary of intention to move to reconsider, it should be equally explicit, as "I hereby give notice of intention to move to reconsider the vote by which it was decided that seven dollars per month be allowed the corresponding secretary for clerk hire."

**To Provide for the Manner of Voting.**—A motion to provide for the manner of voting may be made at any time prior to the taking of a vote.

These motions have precedence as follows, the motion for a viva voce vote being the lowest in rank and yielding to the others :

First. Viva voce.

Second. Division of the house.

Third. Yeas and nays.

Fourth. Balloting.

**Order of the Day.**—A motion or call for the order of the day may be made upon the

arrival of the hour for which an order has been made. General orders are those which are made by standing rules. Special orders may be provided for by standing rule or may be made by resolution as occasion requires. Many literary clubs have a by-law or standing rule like the following: "The time devoted to business preceding the literary exercises shall not exceed thirty minutes." With such a rule in force, the president at the expiration of thirty minutes may interrupt any business then in progress and proceed with the literary exercises. If the president omit to do so, any member may call for the order of the day. The presiding officer should then proceed with the literary exercises unless the assembly by motion and vote decide otherwise.

**Points of Order.**—It is impossible for an assembly to transact business in a satisfactory manner unless order be preserved. The first duty of a presiding officer is to establish and maintain order. His duty in this regard is not only with reference to the order of parliamentary procedure, but to the behavior of the members as well. He is at liberty to suspend business if necessary to secure order; he may interrupt a member

who is speaking if in his opinion such member is out of order; or if he wishes the member to cease speaking until other members are brought to order.

If the president does not conduct the business of the assembly according to accepted rules, it is the privilege of any member to raise

**A Question of Order.**—The question of order may relate to something done by the presiding officer, as when he entertains a motion not in order at that time, or gives the floor to a member not rightfully entitled to it. A question of order must be raised when the unparliamentary or disorderly proceeding takes place, or it can never be raised. Redress may, perhaps, afterwards be secured in some way, but not by raising a question of order.

Any member who wishes to call attention to any disorder for the sake of having it corrected, does so by rising, addressing the chair and saying, without waiting for recognition: "I rise to a point of order." Any member who has the floor when a point of order is raised, if he understands the etiquette of parliamentary procedure, will sit instantly. The chair should then say:

"The member will please state his point of order." The member must then make a clear but brief statement of what in his opinion is unparliamentary. He should be very sure to make "a point." It is the province of the presiding officer to make a decision with regard to the question of order thus raised. He replies: "The point is well taken," or "The point is not well taken," as the case may be. Instead of making the decision, however, he is at liberty to submit the question of order at once to the assembly for decision. If the presiding officer decides the question without submitting it to the vote of the assembly, any member may make

**An Appeal.**—An appeal is made from the decision of the chair to the higher authority, the assembly itself. If the appeal is seconded, it must then be disposed of by the assembly. The presiding officer may rise and state his reasons for the decision given, but he need not relinquish his place to make such a statement. In taking the vote the presiding officer says, in effect: "The decision of the chair is appealed from. Shall the decision of the chair be sustained?"

When the question of order is finally dis-

posed of, either by the chair or the assembly, business is resumed exactly where it was interrupted. If the question of order which was raised is decided to have been well taken, the change necessitated by such a decision is made at once. If a member was speaking when the question of order was raised, he has the right to resume as soon as the question is settled, unless the point of order was that he had already used the amount of time allowed a member, and the point has been decided "well taken." If the point of order was that the member was not speaking to the question, or was using objectionable language, he would still be entitled to resume debate, but not to continue that which had been decided out of order.

An appeal cannot be taken from the decision of the chair on a point of order raised while a vote is being taken, or while an appeal or a motion to adjourn is pending. Subsequent action for the correction of an error is sometimes possible.

Sometimes in the proceedings of an assembly something occurs which interferes, or seems to interfere, with the rights or privileges of the assembly as a whole, or of one or more members.

**Questions of Privilege** may then be raised by any member. The form is the same as for raising a question of order. Members sometimes rise to a question of privilege when the question is really a question of order, and sometimes when it is neither a question of order nor of privilege, and is therefore not entitled to consideration at that time. The presiding officer must decide whether the question raised is or is not a question of privilege. An appeal may be taken from this decision. Questions of order are those which arise from some real or supposed irregularity from a parliamentary point of view, such as allowing debate on a motion not debatable or omitting to state a motion which has been duly made and seconded.

Questions of privilege are in general those which arise from the whispering or other disorderly conduct of members or from unsatisfactory conditions of the room in which the meeting is held.

A question of privilege affecting the assembly is higher in rank than one affecting an individual member.

The motions to commit, to postpone, for the previous question and to lay on the table

may be applied to a question of privilege without affecting the motion which was under consideration when the question of privilege was raised.

**Privileged Motions.**—A few of the motions already described are of such a character that they neither relate to the main motion nor to the method of procedure with reference to pending motions, and yet they are allowed to interrupt all business and receive attention. Such motions are called privileged motions. They are:

For the order of the day,

Questions of privilege,

To adjourn,

To fix the time or place to which to adjourn.

Two or more of these motions may be pending at one time, providing they are offered in the order here given.

In general the main motions which come before an assembly for consideration are peculiar to that particular organization, but there are a few motions which may be appropriately used in any assembly, and, therefore, deserve mention here.

**To Enter in the Minutes.**—The motion that a report or a communication be entered

in the minutes is made to insure the insertion of the entire manuscript in the records of the society.

**To Place on File.**—To place on file is applied to a written communication or report which, having been read, in the opinion of the assembly need not receive further consideration at the time.

If the report of an officer or a committee is accepted it must necessarily be either placed on file or entered in the minutes, even without a motion to that effect, as otherwise there would be nothing to show on what action had been taken.

**To Receive.**—A report or a communication from any officer or member of an assembly is usually received as a matter of course when offered without a motion to that effect. Should there be any objection a vote must be taken to decide whether it shall be received or not.

Communications from persons not members of a society may or may not be received, as the members decide.

The member having such a communication in charge may briefly state its character and the assembly may decide whether or not it shall be read. As a matter of cour-

tesy as well as expediency the president should, if possible, be made acquainted with the fact that such a communication is to be presented before the time for calling the meeting to order.

**To Accept the Report** of an officer or committee is a motion made immediately after the reading of it, and if carried signifies that the report is satisfactory: This motion is appropriately applied to a report of a committee which has carried out instructions from the assembly or when the purpose is to accept the report, and then to take action on the recommendations.

**To Adopt the Report**.—If a report contain recommendations the motion to adopt the report is frequently made, and if carried is equivalent to adopting the recommendations. Complications are sometimes avoided, especially when amendments are likely to be offered to the recommendations, by first accepting the report and then making motions on the recommendations.

**To Take from the Table**.—To take from the table is the motion which is necessary to bring before an assembly for consideration that which was removed from consideration by the motion to lay on the table. It

is in order except when it has just been defeated while the assembly is still under that head in the order of business under which the motion to lay on the table was made, or under the head of Miscellaneous Business, providing that no other motion is pending. The motion may be made by any member, whether he voted for or against laying the motion on the table, or even if he were not present when the motion to lay on the table was voted upon.

A motion may be taken from the table at the same meeting at which it was laid on the table or at any subsequent meeting.

An affirmative vote on the motion to take from the table brings the main motion and pending amendments before the assembly the same as if the motion to lay on the table had never been made. Other motions, such as the motion to commit or for the previous question, which may have been pending when the motion to lay on the table was carried, receive no further attention.

**To Rescind.**—A motion may sometimes be made to rescind or repeal some previous action after the limit of time within which reconsideration might have taken place has elapsed. A motion to rescind could of

course not be made unless it were possible to reverse the former action. For instance, if, as a result of the action of the assembly, a contract had been entered into, to rescind the action of the assembly would not annul the contract.

**To Expunge** from the records is a motion sometimes made, but one not to be commended. If expunging from a permanent record is agreed upon, a piece of paper may be pasted over the part to be expunged, or it may be crossed out with ink. A memorandum should then be added showing the date when the vote to expunge was taken. If the expunging is agreed upon before the entry is made in the permanent record book, the part to be expunged may be omitted and also the motion to expunge.

**To Go Into Executive Session** is a motion which is made when the members wish all except members to withdraw. When this motion is carried visitors who understand the significance of the motion will withdraw immediately without any further intimation of the wishes of the assembly. The secretary continues to keep the record of all proceedings during the time the assembly remains in executive session.

**Nominations** may be made by any member who secures the floor, and are allowable even though nominations have been made by a committee.

**To Close Nominations.**—The motion to close nominations, if carried, cuts off further nominations, but as great freedom should be allowed in the election of officers, an assembly should avoid adopting this motion as long as nominations are being made in good faith.

The motions to adhere, to concur, to non-concur, to insist and to recede are only used in legislative bodies consisting of two branches.

**Formalities in Making Motions.**—Certain formalities must be observed in making motions.

The first step necessary is to secure the floor.

To secure the floor a member rises in his place, addresses the presiding officer by his official title and waits for recognition, thus mutely requesting the privilege of speaking.

Recognition is the granting of this request by the presiding officer, and is usually accomplished by speaking the member's name.

If more than one person wishes the floor at a certain time, it is the duty of the presiding officer to recognize the person who first rose and addressed the chair. If two or more rise and address the chair simultaneously, the chair must decide between them, recognizing one who seldom asks the privilege of the floor in preference to one who frequently secures it.

The decision of the chair, if deemed inconsistent with rules, may be made a question of order.

When a member has made a motion he takes his seat and before the motion can be considered another member must secure the floor and second the motion.

The form for making nearly every motion is, "I move that, etc." The forms peculiar to certain motions will be noted in due time. The form for seconding is, "I second the motion."

After a motion is made and seconded it must be stated by the chair. It is then in the possession of the assembly, and may be discussed, after which the question must be put to a vote, unless otherwise disposed of. The affirmative and negative votes must both be taken, and it is the duty of the presiding officer to announce the result.

It is customary for the presiding officer to stand while stating a motion, also while putting a motion to vote and declaring the result, but in small assemblies he may remain sitting. It is not customary for the presiding officer to rise to recognize a member or to stand while a question is being discussed, but when the assembly is very large he may be better able to preserve order by standing.

**The Steps of a Motion.**—The different steps may be stated briefly as follows:

Motions are made by a member who has the floor.

Motions are seconded by a member who has the floor.

Motions are stated by the presiding officer.

Motions are discussed by members who have the floor.

Motions are put to vote by the presiding officer.

The affirmative vote is taken, and also the negative vote.

The result of each vote is declared by the presiding officer.

The difference between making, stating and putting a motion should be kept clearly

in mind. Each of these terms has a distinct meaning, and no two of them can be used interchangeably.

Making a motion is the submitting of a proposition by a member for the consideration of the assembly. Stating is the repetition by the presiding officer. Putting a motion is the submitting of the motion to the vote of the assembly.

**Motions Must be Written.**—Unless a motion is so brief, and so clearly expressed as to be easily comprehended by the presiding officer, he may ask the member to present it in writing. The assembly does not need to suspend business while a member is writing his motion, and if while he is thus engaged the order of business is completed and a new order of business is entered upon, under which his motion cannot be entertained, he may have lost the opportunity of presenting the motion.

**Exceptions to General Rules.**—The general rules of parliamentary procedure provide that no motion can be made without a quorum, that any motion duly offered by a member must be considered, that a member must have the floor to make or to second a motion, that every motion before

being considered must be seconded, that every motion may be amended, debated, and reconsidered, and that every motion may be decided by majority vote; but the old saying that there is an exception to every rule is abundantly true of these rules.

These exceptions have been adopted for good and generally obvious reasons. Parliamentarians differ slightly in regard to those here given, but they are believed to be in accordance with the principles on which parliamentary law is based and also with the best practice.

**No Quorum Necessary.**—The motions which may be made when there is no quorum present are:

To adjourn,

To fix the time or place to which to adjourn.

**Question of Consideration.**—Any motion duly offered, if in order, must be considered, unless some member objects to its consideration. The question of consideration can only be raised after the motion is stated and before any discussion has taken place. If a member says, "I raise the question of consideration," the presiding officer immediately says in substance, "Is it your pleas-

ure to consider the question?" and takes the vote. The question can only be raised on main motions, and is not applicable to the following:

To adjourn, rise, or take a recess,  
To fix the time or place of the next meeting,

To approve minutes,  
To provide for the manner of voting,  
To reconsider.

**The Following Motions May be Made Without Securing the Floor:**

For the order of the day,  
A point of order,  
Raising a question of privilege,  
Appealing from the decision of the chair.

**The Following Are Motions Which Need No Second:**

Objecting to consideration,  
Nominations,  
For filling blanks,  
Allowing the withdrawal of a motion,  
For the order of the day,  
Call for the reading of papers under consideration,  
For the division of a question,  
A point of order,  
Raising a question of privilege.

**Motions Not Amendable Are:**

To amend a motion to amend,  
For filling blanks,  
For the previous question,  
To lay on the table,  
To take from the table,  
To accept a report,  
To suspend a rule,  
To consider a question out of its proper  
order,  
For leave to speak out of order,  
For leave to speak after disorderly speak-  
ing,  
A point of order,  
To enter in the minutes,  
To place on file,  
To receive,  
Nominations,  
To close nominations,  
To go into executive session,  
To adjourn or to rise,  
Objecting to consideration,  
To postpone indefinitely,  
Allowing the withdrawal of a motion,  
For the reading of papers,  
For the order of the day,  
To reconsider a vote,  
For an appeal.

**Motions Not Debatable Are:**

- To receive a report,
- For the previous question,
- To lay on the table,
- To take from the table,
- To adjourn, to rise or to take a recess,
- To fix the time or place to which to adjourn if made while any other motion is pending,
- Objecting to consideration,
- To extend, limit or close debate,
- To suspend a rule,
- Allowing the withdrawal of a motion,
- For the reading of papers,
- For the order of the day,
- For the division of the question,
- To reconsider the vote on an undebatable motion,
- For an appeal if made while an undebatable motion is pending, or after an affirmative vote on the motion for the previous question, or if made with reference to a question of decorum, to transgression of the rules of speaking or to priority of business,
  - For leave to speak out of order,
  - For leave to speak after disorderly speaking,

To consider a question out of its proper order,

A point of order,

To close nominations,

To go into executive session.

**Cannot be Reconsidered.**—The vote on the following motions cannot be reconsidered:

To reconsider,

To lay on the table, if affirmative,

To take from the table, if affirmative,

To adjourn or to rise,

To take a recess,

Objecting to consideration,

To suspend a rule,

For the order of the day,

To divide a question,

To adjourn to a specified time,

To fix the time of adjournment,

Nominations,

Any motion which has already gone into effect.

**Require a Two-Thirds Vote.**—The following motions require a two-thirds vote:

To consider a question out of its proper order,

For the previous question,

Objecting to consideration,

To extend, limit or close debate,

To amend or suspend a rule,

To make a special order.

The vote on the question of consideration  
must be a two-thirds vote in the negative to  
prevent consideration.

## VI

### DEBATE

"Men are never so likely to settle a question rightly as when they discuss it freely."—MACAULAY.

"Strive mightily,  
But eat and drink as friends."  
—SHAKESPEARE.

**Object of Debate.**—The debate or discussion of a question should be such an interchange of views as will enable the members of an assembly to arrive at an intelligent understanding of the proposition under consideration before disposing of it.

When one's mind is fully made up, though still open to conviction, one naturally makes use of the privilege of debate for the purpose of persuading others. To what extent the members of an assembly are thus influenced depends not alone on the logic of the arguments offered, but on the ability of the speaker to carry conviction.

It is the prerogative of every member to "strive mightily" within the prescribed rules of debate in order to carry his point, and if

the strife is carried on in the right spirit, there is little danger that the disputants will afterwards refuse to "eat and drink as friends."

All the masterfulness of well-chosen words, all the power of a well-disciplined mind, all the charm of a cultivated voice, all the grace of oratory may be brought into requisition in debate. The speaker's own personality is often the most potent factor in carrying conviction to the minds of his hearers, whether he be an orator on the rostrum, a lawyer before a jury or a modest club woman who is frightened at the sound of her own voice.

**Essentials of Good Debate.**—One must have an idea to express as a matter of prime importance, but the manner in which the idea is expressed is not to be regarded as of small importance. To acquire proficiency in the art of expression, physical culture by means of which all the muscles of the body are brought under control, and elocution studied in an intellectual way are legitimate means to the desired end.

A sound mind and a sound body may be regarded as the first essentials of social well-being, but these are only of importance

as the man or woman develops a well-disciplined mind in a well-trained body.

The member of any assembly who would be powerful in debate must be conversant with his theme, firm in his own convictions, must have a good command of language, must be fearless of the opposition, and at the same time absolutely courteous. He may, perhaps, indulge in sarcasm, in quiet innuendo or quick retort, if he has the skill to do so, without coming too near the line of danger, that of personality. Parliamentary etiquette decrees that there shall be absolutely no personalities in debate. So rigid is this rule in regard to personality that it is considered bad form to speak the name of a member if he can easily be designated in any other way. The members of an assembly in session are to be regarded as of equal rank, and no one has a right to indulge in aspersion, or impugn the motives of another member.

Difficult as it is, for one unaccustomed to hear one's own voice, to "speak in meeting," the inexperienced debater often finds it more difficult to stop. David's young men "spake and ceased." The lawyer must know when to rest his case, and the member

of an assembly who would make his words effective must learn the art of stopping at the time when the best impression is made.

**Debate, When in Order.**—The debate or discussion of a motion follows the stating of a motion and precedes voting. Discussion is never in order unless there is a motion in possession of the assembly, but in societies where but little attention is paid to parliamentary law it is often allowed. A motion is only in possession of the assembly after it has been stated and before it has been voted upon.

A member must secure the floor before he can take part in the discussion. If two or more members rise and address the presiding officer simultaneously, he must recognize one, and all others must immediately defer to that decision and subside. In deciding which one to recognize, the chair must give preference first to the member whose motion is under consideration, unless he has already spoken, second to any member who has not spoken in preference to one who has, and third he should give the preference, as far as he is able, to a member whose views are unlike those of the preceding speaker.

A member who remains standing while another is speaking, or who rises before the floor is relinquished, or who approaches the table of the presiding officer in order to secure attention, is not only not entitled to preference, but is out of order.

All remarks should be addressed to the presiding officer; members must not talk to each other nor ask questions of the presiding officer with the expectation that he will engage in conversation or enter into debate.

There are no general parliamentary rules limiting the number of times a member may speak, or the length of a speech, but those who speak several times to the same motion are not generally those who exercise the greatest influence. In societies where restriction is necessary a special rule should be adopted.

It is customary to allow the member who has offered a motion or presented the report of a committee to close the debate—that is, to be the last speaker, or to make the concluding argument. This gives him an opportunity to sum up and answer all objections which may have been brought forward.

**Objectionable Words.**—If a member is called to order for objectionable words used

in debate, he should explain, retract or apologize. If he fail to do this, the assembly may pass a vote of censure, or take such action as it sees fit.

**All Motions Not Debatable.**—As this is a country where the greatest freedom of speech is allowed, it might be assumed that every motion introduced in an assembly could be debated. This is a good general rule, especially with reference to main motions. The reason that parliamentary rules make certain motions undebatable is that the actual business of the assembly is not advanced by their discussion. If this fact is borne in mind it will not be necessary to memorize the long list of undebatable motions.

Another help in remembering what motions are not debatable may be found in noting the comparatively short list of those motions on which full debate is allowed and those on which only limited debate is allowed.

**Full Debate.**—The following motions admit of full debate:

All main motions, with few exceptions,  
To reconsider a debatable motion,  
To postpone indefinitely,  
To commit,

The statement that the motions to reconsider the vote on a debatable motion and to postpone indefinitely, admit of full discussion means that the full merits of the motion which it is proposed to reconsider or to postpone may be discussed.

Full discussion on the motion to commit includes the desirability of commitment and the discussion of the motion which it is proposed to commit to the extent that it may be affected by such action.

**Limited Debate.**—The motions upon which only limited debate is allowed are:

To amend,

To postpone to a time certain,

A point of order,

A question of privilege,

An appeal from the decision of the chair.

Limited debate on the motion to amend means that discussion must be confined to that motion and its effect on the motion which it is proposed to amend. Limited debate on questions of order, questions of privilege, and appeals means that debate must be strictly confined to the question under immediate consideration.

## VII

### VOTING

The freeman, casting with unpurchased hand  
The vote that shakes the turrets of the land."

—HOLMES.

**Voting** in an assembly is the expression of opinion on the part of the members either in favor of or opposed to a motion submitted, or for the selection of one or more persons for some position.

It is generally the duty of every one entitled to vote to exercise that right, but it must be considered a matter of honor, as it is impossible to compel a person to vote who declines to do so.

A member who has not voted on a particular motion has tacitly voted with the prevailing side, and cannot disclaim responsibility by saying that he did not vote.

The vote must always be taken in such a way as to leave no doubt as to the intent of the voters.

**Methods of Voting.**—The different methods of voting in common use are:

1. By silent assent.
2. By voices (*viva voce*).
3. By show of hands, or by standing (division).
4. By roll-call (yeas and nays).
5. By balloting.

The importance of voting renders it necessary to describe these different methods with some degree of minuteness.

**Voting by Silent Assent.**—Members vote by silent assent whenever the chair assumes to declare the wishes of the assembly without the formality of taking the vote, as when the chair says, "It is so ordered." This method is generally used in approving the minutes. After the minutes are read the presiding officer says, "Are there any corrections?" After waiting a moment he adds, "If not, they stand approved as read. They are approved." The statement, "they are approved," is the declaration of the result of the vote which has been taken by silent assent.

The same method is often employed when a motion is made which is so much a matter of course that the presiding officer seeks to

save time by at once declaring the result. For illustration, a communication is read to a society and a motion is made that it be referred to a certain committee. If it is the custom of the society to refer communications of this character to this particular committee, the president may say, "If there is no objection it is so ordered." If any one objects, this statement counts for nothing, is not recorded, the motion takes the usual course, and a formal vote is taken.

**Voting by Voices** (*viva voce*) is the quickest and simplest way of taking a formal vote, and for that reason should be used when it will meet all requirements, in preference to any other.

When the assembly is ready to vote the presiding officer says in substance, "Those in favor of the motion will please say 'aye,'" and immediately after the response is given he says, "Those opposed will please say 'no.'" This is generally abbreviated to, "Those opposed, 'no.'"

The chair should avoid instructing members to vote "by the usual sign," unless some sign has been adopted for that particular organization.

Having already stated the motion he

need not now repeat it unless requested to do so. It seems more complimentary to the intelligence of an assembly not to repeat the motion when putting the question to vote, but rather to assume that the members have been giving strict attention to the business before them, and that they have the mental capacity to retain the motion from the time it is stated until it is voted upon.

If the preponderance of votes seems to be in the affirmative the chairman then declares the result of the vote by saying, "The motion is carried," or "The motion prevails"; or if in the negative by saying, "The motion is lost," or by an equivalent expression.

**When Vote is in Doubt.**—If he is in doubt which side had more votes, he should say, "The chair is in doubt," and then take the vote again. The *viva voce* vote may be repeated at this point, or the vote may be taken in some other way.

If any member thinks the decision of the chair incorrect, he should immediately rise, address the chair, and say, "I call for a division of the house." This is a request that the vote be taken again, and should always be heeded.

**Voting by Show of Hands**, or by standing, consumes a little more time than the *viva voce* vote, but it has the advantage of accuracy, which the latter method sometimes lacks. The form of putting the question to vote is the same, except that the chair says, "raise the right hand" or "stand," instead of "say aye" or "say no." Either the secretary or tellers appointed for the purpose should count the votes and report to the chair. If the assembly is large, tellers are necessary.

**Voting by Roll Call.**—When the vote is taken by roll call the chair says, "Those in favor of the motion will say 'aye,' those opposed 'no,' the secretary will call the roll." The names on an alphabetical list of the members entitled to vote are then called by the secretary, each member responds "aye" or "no" as his name is called, and the secretary marks the roll accordingly.

This is the way to take the vote when a record is to be kept of the vote of each member.

**Marking the Roll.**—Any convenient method of marking the roll may be used.

The way usually recommended is to put the figure 1 in the column for the affirmative vote opposite the name of the first one

voting aye, and also in the column for the negative vote opposite the name of the first one voting no, the figure 2 in the proper column opposite the name of the second person voting either aye or no, and so on, so that the last figure in each column will show the total vote on the respective sides.

If the membership is large, calling the yeas and nays of necessity consumes much time, and the quickest method of marking the roll is the one to be sought and adopted. The mode illustrated below has been adopted by some secretaries in preference to the one just described, because of the rapidity with which the vote can be taken.

	AYES	NOES
ADAMS, JOHN	/	
<del>ADAMS, JOHN QUINCY</del>		/
HARRISON, WM. H.		/
<del>JACKSON, ANDREW</del>		/
JEFFERSON, THOMAS		/
<del>MADISON, JAMES</del>		X
MONROE, JAMES		
VAN BUREN, MARTIN	/	
<del>WASHINGTON, George</del>	/	
PRESIDENT		
	3	2

This roll, arranged for a society composed of ten members, shows that four were absent when the vote here recorded was taken, that one was excused from voting, that three voted in the affirmative and two in the negative.

The secretary first drew a line through the names of those not present. Then he called the names of those present and put a mark in the proper column opposite the name of each one voting and an X opposite the name of the one excused. After finishing the roll call, he added the number of marks in each column and set the result at the bottom.

**Excused from Voting.**—A member may, when his name is called, ask to be excused from voting, or he may rise and explain why he votes in the affirmative or in the negative, but he has no right to discuss the merits of the motion being voted upon under guise of explaining his vote.

At the request of the chair, or of any member, the secretary should read the names of those who voted in the affirmative and afterwards the names of those who voted in the negative, that any mistake may be corrected. It is the duty of the secretary

to report the result of the vote to the presiding officer, and the duty of that officer to announce the result of this as of every vote. He is, however, at liberty to depute the secretary or a teller to make the announcement.

**A Member May Change His Vote** from "aye" to "no," or from "no" to "aye" before the result is announced by the chair. Sometimes a member does this to put himself on the prevailing side, that he may subsequently move reconsideration.

**Voting by Ballot.**—The advantage of voting by ballot is that of secrecy.

In voting upon applications of persons for membership, printed or written ballots containing simply the words "aye" or "no" may be used, but a ballot of each kind should be furnished every member, and if ballots are written they should all be written by one person.

A more convenient way is to use one of the boxes which are manufactured expressly for that purpose.

The person who passes the box should raise the lid of each compartment in turn and hold the box so that the president can see into that compartment. It is not neces-

sary that the person who passes the box should examine the compartments, but the president at least must know that one compartment holds both black and white balls and that the other is empty when voting begins.

The box should be so held that each member may vote without allowing others to see whether he deposits a white ball or a black ball. This is generally accomplished by holding the box so high that members must rise to vote. In addition to this the box may rest on the shoulder of the one who is in charge, and he may then stand with his back to the voter.

Instead of having the box passed, it may be placed on a table and the members may go to the table and vote.

When there are two or more names of applicants for election, they may be voted upon collectively, but a member who wishes to cast a negative vote against any one applicant should do so the same as if that name were the only one under consideration.

If in that case enough negative votes are cast to defeat the election of any one, were he the only candidate, the names must be

taken singly, or such a division of the names agreed upon as will insure to every applicant all possible opportunity of being elected.

The custom of electing officers by ballot is almost universal, though not obligatory unless made so by an incorporating statute or by rules adopted by the organization.

When several officers are to be elected, all may be voted for at one time, or they may be elected one at a time, according to previously adopted rules, or in the absence of rules, according to resolutions adopted prior to voting.

Some of the usual tedium of elections might be obviated by notifying persons in advance that they may be appointed tellers, thus giving them an opportunity to meet and agree upon a division of the work to be done.

Ballots need not be folded unless the organization has adopted a special rule to that effect, and much time is saved in counting when ballots are left flat.

The following illustrates the form in which a report of each ballot should be prepared:

## First ballot for President.

Whole number of votes cast.....	226
Number of legal votes cast.....	225
Necessary to a choice.....	113
A. B. Adams received.....	175
C. D. Gleason received.....	48
E. F. White received.....	1
G. H. Young received.....	I
<hr/>	
Total.....	225

It is immaterial whether the person receiving the highest or the lowest number of votes be entered first on the list, but the arrangement should be systematic.

A blank ballot or a ballot containing more names than the number of persons to be voted for is an illegal ballot, and is not to be taken into consideration in finding the number necessary for a choice. Such ballots may be valuable in showing the number present when the vote was taken. A ballot cast for a person not in nomination is not an illegal ballot, and should a person who had not been nominated receive enough votes to constitute an election he would be legally elected.

Each set of ballots received should be put into an envelope or box provided for that

purpose, and carefully preserved until there is no probability that a re-count will be necessary.

A motion that the secretary be instructed to cast the ballot for a certain officer should never be entertained if the constitution of the society or the state law under which it is incorporated requires elections to be by ballot, since, if carried, it would to all intents and purposes be an election by *viva voce* vote.

When several persons are to be elected to the same position, as members of a committee, delegates to a convention or trustees of an organization, each voter should write upon one piece of paper as many names as there are persons to be elected. Great care is necessary in counting ballots of this kind. Any ballot containing more names than the number of persons to be elected must be considered illegal. Credit must be given each person whose name appears on a ballot containing fewer names than the number to be elected and a record kept of blanks created by the failure to vote for the full number. This is absolutely necessary in order that the count may be verified. The whole number of legal ballots cast,

multiplied by the number of persons to be elected, will equal the total number of votes cast for all candidates added to the number of blanks.

**The President's Vote.**—The president has the same right to vote that any other member of the society has, but on a *viva voce* vote he seldom avails himself of the right, even in case of a tie. When the vote is by roll call he gives his vote last of all. When the vote is by ballot his vote is deposited with the votes of the other members.

**Voting by Proxy.**—Societies have no right to allow proxy voting unless special provision is made for it.

The rule in all national, state and municipal elections is that votes must be given in person, but stockholders of corporations are generally allowed by the state law under which the organization is incorporated to vote by proxy.

**Voting on a Series of Paragraphs.**—When resolutions containing two or more paragraphs are submitted to an assembly for its consideration, a motion should be made covering the entire series. This motion is usually that the resolutions be adopted.

The paragraphs should then be considered

seriatim. The presiding officer should read the first resolution, or the first paragraph of the first resolution, if it contains more than one, and give opportunity for discussion. Any of the various motions to amend may be made and voted upon with reference to this single paragraph. A single word may be changed, the entire paragraph may be stricken out, or an entirely new one substituted. The next paragraph should then be considered in the same manner.

After all the paragraphs have thus received attention, motions may be made to amend any part of the series or any vote which has been taken to amend may be reconsidered. The motion to adopt the resolutions which was made when they were first read is not voted on until all desired changes have been made.

If the resolutions are preceded by a preamble, and the resolutions are adopted, the paragraphs in the preamble should then be treated in the same manner. If the resolutions are not adopted there can be no occasion for considering the preamble.

**Voting to Fill Blanks.**—The method of voting to fill blanks is peculiar to itself. When a blank is to be filled by a number,

several suggestions as to the number to be inserted are sometimes offered by the members. The general rule is that the largest sum or the longest time should be voted on first. This is an exception to the rule that the last motion made is the first one to be voted upon. Circumstances may arise where the smallest number instead of the largest should be first voted upon. When the blank is filled a separate vote must be taken upon the adoption of the resolution.

If the blank is to be filled by a name or a date, the vote may be taken by roll call, to which each member responds by giving his preference, or it may be taken by ballot.

**Quorum Necessary.**—No vote can ever be legally taken, except on the two motions mentioned in chapter four as exceptions, unless there is a quorum present at the time. By a quorum is meant the number necessary for the transaction of business. If there is no special provision to the contrary, a majority of the entire membership of an organization is necessary to constitute a quorum.

A quorum being present, the number of votes necessary to carry that particular motion must be kept in mind whenever a vote is taken.

**Majority, Plurality and Two-Thirds Vote.**

—By majority vote is meant a majority (more than half) of all votes cast, but by special provision it may mean a majority of the entire membership, or a majority of those present. Suppose a society had one hundred members. The smallest number according to common parliamentary law which could transact business is then fifty-one. Suppose, then, only fifty-one members were present. A motion which by special provision required a majority vote of the entire membership would be lost even if fifty voted in favor of it. A motion which by special provision required a majority vote of those present would not be lost if only twenty-six voted for it. But a motion which required only a majority vote would not be lost if only one person voted in favor of it, providing no one voted against it.

By a two-thirds vote is simply meant that twice as many members vote on one side as on the other. This may also be modified to mean two-thirds of those present or two-thirds of the entire membership.

To illustrate the difference between a majority and a plurality vote, suppose that one

hundred legal votes were cast. If a majority of all votes cast were necessary to constitute an election, there would be no election until one candidate received at least fifty-one votes. If a plurality vote would constitute an election, it would be possible for each one of ninety-eight candidates to receive one vote, and for one candidate to be elected by two votes.

**Tie Vote.**—If an equal number vote in the affirmative and the negative, making a tie vote, a motion is declared lost, on the principle that it requires at least a majority to carry a motion. The only exception to this rule is that a tie vote on an appeal sustains the chair.

## VIII

# MEETINGS

"Oh that a man might know  
The end of this day's business ere it come!  
But it sufficeth that the day will end,  
And then the end is known."—SHAKESPEARE.

**Different Kinds of Meetings.**—Meetings of an organized society are either regular, special, or annual, or an adjournment of one of these.

**Regular Meetings.**—At a regular meeting a society is competent to transact any business which comes within the scope of the purpose and power of the organization except that which by its own rules or by statute can only be transacted at an annual meeting.

It is an almost universal custom to restrict the changing of a constitution to the annual meeting, and very frequently the same limitation is made regarding by-laws.

**Special Meetings.**—At a special meeting no business can be transacted except that which is specified in the call for the meeting.

The minutes of a preceding meeting even cannot be approved unless notice of intention to do so was mentioned in the call.

The first thing to be done at a special meeting after ascertaining that a quorum is present is to read the call for the meeting. The business included in the call is then generally taken up in the order in which it is mentioned in the call.

**Adjourned Meetings.**—An adjourned regular, adjourned special, or adjourned annual meeting is simply a continuation of the meeting itself, and any business which was in order at the meeting is in order at any adjournment thereof.

**Annual Meetings.**—The annual meetings of societies which hold regular meetings through the year do not differ materially from regular meetings, except that they are generally somewhat more formal and the order of exercises is different, including annual reports and election of officers.

A custom somewhat prevalent in women's societies, that of the president's leaving the chair during the election of her successor, is not to be commended. There is no time when the society needs the guidance of an experienced presiding officer more than dur-

ing election, and re-election need not cause her any embarrassment.

State and national organizations which hold only one meeting in the year must of necessity leave the arrangements for that meeting almost entirely in the hands of committees. Such societies generally have one committee which has full power to act between the meetings, restricted, of course, by the provisions of the constitution and by-laws, and which is generally called by some such name as board of directors, or executive committee.

**Delegates and Credentials.**—If these state and national organizations are composed of other societies which send delegates, a credential committee is needed. The by-laws may provide for a credential committee, but if such provision is not made, the managing board must consider the appointment of such a committee within their province.

Blank credentials should be sent to every society which is a component part of the general society, to be filled out and presented in person by the chosen representatives.

The following form, or one equally explicit, should be used :

---

—, 19—.

This is to certify that the bearer, \_\_\_\_\_  
\_\_\_\_\_, is a delegate from \_\_\_\_\_  
\_\_\_\_\_ to the sixth annual convention of  
The Pioneer Workers of the World.

\_\_\_\_\_, President.  
\_\_\_\_\_, Secretary.

Approved :

\_\_\_\_\_,  
Chairman Credential Committee.

The degree of importance attached to the necessity of having an absolutely accurate list of delegates will largely determine the method by which the list is secured.

The requirements of most societies will be met by having the credential committee examine all credentials presented, and give to each delegate whose credentials are approved by the committee such badge or ticket as may have been previously determined upon. Those delegates whose credentials have been approved immediately become the voting body.

Where some ceremony is observed in opening the meeting, the report of the credential committee should be heard as promptly as is consistent with the formalit-

ties of the occasion. If the names of delegates are to be printed at once, it is not usually necessary that the time of the convention be taken up by having the names read of those whose credentials are approved by the committee, but the committee should report each case where credentials were not approved, and receive instructions from the body. The printed list may be corrected after it is in the hands of the delegates.

**Eligibility of a Delegate.**—Sometimes the eligibility of a delegate whose credentials are approved by the committee is called in question by the assembly. In that case he should take no part in any business until the question is settled.

**The Printed Program** is generally distributed before the first session is called to order, but it should be formally presented by the program committee (it need not be read) and adopted with or without amendments as the order of business for the meeting.

The minutes of the preceding annual meeting, if they have been previously distributed in any duplicate form, may be approved without being read.

Annual meetings often continue through

more than one day, with one, two or three daily sessions. It is desirable that at the beginning of each session the minutes of the preceding session be read and approved, or that at the morning of each day the minutes of the preceding day be read. The minutes of the last session may be read and approved before adjournment. Minutes thus approved are not acted upon at the succeeding annual meeting, unless they are reconsidered.

**The Motion to Adjourn** made at any except the final session of an annual meeting, as provided for in the program adopted, is practically a motion "to adjourn to a specified time," that is, the time mentioned in the program for the next session, and must be understood as such.

**The Election of Officers** ought not to be the weariness to the flesh it so often proves. First, a competent board of tellers should be appointed, with a chairman especially qualified for directing the work.

**Tellers.**—The president usually appoints the tellers, but the assembly may make all the appointments, or may add to those made by the chair.

The president may notify certain mem-

bers in advance of his intention to appoint them for that duty, for the sake, first, of securing their consent and not wasting the time of the meeting by declinations, and, second, of giving the chairman an opportunity to assign to each member a particular part of the house for the distribution and collection of ballots; but the appointments must be made in open meeting.

There should never be less than two tellers, no matter how small the membership, and in large assemblies several tellers, providing they are competent, will greatly facilitate the work of counting.

**Nominations for Officers** from the floor are in order, even though a nominating committee has presented a report.

Ballots may be cast for one officer, the ballots counted and the report made before balloting for another officer, or the votes for all officers to be elected may be written on one ticket. The latter is much the shorter method.

While the votes are being counted, a recess may be taken, speeches made or papers read. The transaction of other business cannot be recommended, and under no circumstances should business be transacted

which could affect the election or in any way be affected by the result of the election.

Officers elected displace their predecessors and at once assume the duties of their respective offices, unless some other time for induction into office has been previously agreed upon.

**Mass Meetings.**—Meetings other than of an organized society are called mass meetings. The term mass meeting is entirely correct, even though the attendance is small. Meetings called to consider something temporary in character or for the purpose of organizing a permanent society are of this class. At such meetings common parliamentary law is always in force. The few who have been instrumental in calling such a meeting usually agree in advance as to which of their number shall call the meeting to order, which shall be nominated for chairman, and which shall be called upon to state the object of the meeting.

**Organizing a Society.**—If the meeting is for the purpose of organizing a society, a temporary secretary should be elected. After the object of the meeting has been stated, a resolution should be offered to the effect that such a society be formed.

If this motion is lost, there is no reason why those in favor of the organization should not carry out their wishes at a subsequent meeting, or at the same meeting after those opposed have withdrawn.

The next step towards perfecting an organization is the appointment of a committee to draft a constitution or constitution and by-laws. The preliminary arrangements may have included the preparation of a constitution which may be submitted for approval at the first meeting.

As soon as the constitution is adopted, whether at the first or a subsequent meeting, only those who are eligible to membership according to the provisions of the constitution are privileged to take part in the meeting.

The officers which were elected at the first meeting of the temporary organization continue to serve until permanent officers are elected.

## IX

### FORMS

**"If to do were as easy as to know what were good to do,  
chapels had been churches and poor men's cottages princes'  
palaces."**—SHAKESPEARE.

There are many forms of procedure which certain writers on parliamentary law, probably assuming that they are universally understood, omit to mention. Hence those whose knowledge of methods is derived entirely from books are apt to acquire habits which vary considerably from the best practice.

In this connection it may not be amiss to caution the young parliamentarian, who has carefully informed himself regarding the best usage, not to unnecessarily antagonize such a society by criticisms. It is generally wiser to accept temporarily the established custom of an assembly, provided it does not result in an injustice, than to appear singular or pedantic by insisting upon technicalities.

An illustration of some of the forms in common use will present them in a way in which they may be comprehended more clearly than by any description, and therefore a part of what might take place at a regular meeting of the Lakeville Woman's Club, held January twenty-third, 19—, is herewith presented.

It must be understood that although these particular forms are recommended as those in vogue in assemblies which may well be considered as worthy models, there may be other forms which are perhaps equally good or at least not amenable to criticism.

The reader must assume that the club has adopted "Parliamentary Usage for Women's Clubs" as its authority on parliamentary law, and that its constitution and by-laws are those which appear in the first chapter of this volume.

At three o'clock the president raps on the table with the gavel and says:

"The club will please come to order." As soon as order prevails, and not before, she adds, "The secretary will call the roll."

It is customary for the president to stand while calling the club to order, while stating a motion or putting a motion to vote. At

other times she stands or sits, at her discretion.

The secretary then calls the roll of members alphabetically arranged.

Secretary.—Madam President, there is a quorum present.

President.—The chair appoints Mrs. A. critic for the day. We will listen to the minutes of the annual meeting.

Sec. (standing)—Madam President and members. (The secretary reads the minutes of the annual meeting of January sixteenth and takes her seat.)

Pres.—You have heard the minutes of the annual meeting. Are there any corrections? (Pauses a moment.) If there are no corrections the minutes stand approved as read. (Pauses.) They are approved. The secretary will read the minutes of the adjourned annual meeting.

(The secretary stands, addresses the chair and the club, reads the minutes of the adjourned annual meeting and sits.)

Pres.—Are there any corrections to these minutes?

Mrs. B. (standing)—Madam President.

Pres.—Mrs. B.

Mrs. B.—The minutes read that Mrs. C.

received three votes for treasurer and Mrs. D. two. My recollection is that Mrs. D. received three votes and Mrs. C. two.

• (Mrs. B. sits.)

Pres.—The chair is of the opinion that the record is correct.

Mrs. B. (standing)—Madam President.

Pres.—Mrs. B.

Mrs. B.—I move that the minutes be amended so as to read that on the ballot for treasurer Mrs. D. received three votes and Mrs. C. two. (Mrs. B. sits.)

Mrs. E. (standing)—Madam President.

Pres.—Mrs. E.

Mrs. E.—I second the motion. (Mrs. E. sits.)

Pres.—It is moved and seconded that the minutes be amended so as to read that on the ballot for treasurer Mrs. D. received three votes and Mrs. C. two. Are there any remarks?

Miss F.—Madam President.

Pres.—Miss F.

Miss F.—I call for the reading of the report of the tellers on the ballot for treasurer.

Miss G.—I second the motion.

Pres.—If there is no objection the secretary will read the report.

Sec. (standing, reads)—Whole number of votes cast.....	18
Necessary to a choice.....	10
Mrs. F. received.....	13
Mrs. C. received.....	3
Mrs. D. received.....	2

Pres.—Those in favor of the motion will please say Aye.

Mrs. H. (standing)—Madam President, what is the motion we are voting on?

Pres.—The motion that the minutes be amended so as to read that on the ballot for treasurer Mrs. D. received three votes and Mrs. C. two votes.

Those in favor of the motion will please say Aye (members respond aye).

Those opposed say No (members respond no).

The motion is lost.

The question now recurs upon the approval of the minutes. Are you ready for the question?

Mrs. I.—Madam President.

Pres.—Mrs. I.

Mrs. I.—The motion to adjourn was made by Mrs. H., not by Miss L.

Pres.—The secretary will make the change. Are there any further corrections?

(Pauses a moment.) Those in favor of approving the minutes please say Aye. Those opposed, No. The motion is carried.

(No further mention will be made of the fact that every member who speaks waits for recognition by the chair, nor of the seconding of motions, but asterisks will indicate such omissions.)

(The president then proceeds to announce the standing committees for the year, as provided in Article III. of by-laws.)

Pres.—Is there a report from the corresponding secretary?

Cor. Sec.—Madam President and Members: (reads)

To the Lakeville Woman's Club:

Your corresponding secretary respectfully reports that she has notified all the officers who were elected last week of their election. Fanny L. Jennings, Cor. Sec.

(The corresponding secretary passes the report to the recording secretary.)

Pres.—If there is no objection the report will be placed on file. It is so ordered. Is there any further report from the corresponding secretary?

Cor. Sec.—Madam President, I have a letter from Mrs. F., who was elected treas-

urer last week, declining to accept the office. (Corresponding secretary does not read the letter, but passes it to the recording secretary.)

Miss M.—Madam President, \* \* \* I move that the club proceed to elect a treasurer.

Pres.—The chair cannot entertain the motion at the present time. Has the corresponding secretary anything further?

Cor. Sec.—Madam President, I am in receipt of a circular letter from the Educational Committee of the General Federation of Women's Clubs. Will you have it read?

Pres.—You may read it.

(The corresponding secretary reads the letter and passes it to the recording secretary.)

Mrs. K.—Madam President, \* \* \* I move that this letter be referred to the Program Committee.

Miss L.—Mrs. President, I should like to know which Program Committee is meant, the one appointed to-day or the one appointed a year ago.

Pres.—The Program Committee appointed to-day has no duties in connection with the program of the club for the current

year, and therefore the Program Committee appointed a year ago is meant.

(The motion is stated, discussed and voted on.)

Pres.—Is there anything further from the corresponding secretary?

Cor. Sec.—Nothing further, Madam President.

Pres.—Are there any special committees to report?

Mrs. N.—Madam President, \* \* \* The committee of which I am chairman is ready to report.

Pres.—We will listen to the report.

Mrs. N.—(reads)

To the Lakeville Woman's Club:

Your committee to which was referred the motion that members of this club wear no birds on their hats this spring beg leave to report that, in their opinion, the club has no jurisdiction over its members as regards wearing apparel, and they therefore recommend that the further consideration of this question be indefinitely postponed.

Respectfully submitted,

Clara Nelson,  
Mary Owen,  
Estelle Parker.

I move the adoption of the report.

Pres.—The motion is carried.

Pres.—Are there any other special committees ready to report? Shall we hear from the committee appointed to recommend rules?

(Mrs. Young, chairman of the committee, stands.)

Mrs. Young.—Madam President (reads)  
To the Lakeville Woman's Club:

Your committee appointed to draft rules respectfully recommend the adoption of the following:

Rule 1. The mover of a motion, in preference to any other member, shall be entitled to the floor, immediately after the motion has been stated.

Rule 2. No member shall speak more than twice on the same question, nor more than five minutes at one time, without the consent of the club; but this rule shall not prevent the mover of any motion from closing the debate even after the previous question has been ordered.

Rule 3. A motion to reconsider a vote shall be in order only at the meeting at which the vote was taken, the first subsequent regular meeting or an intervening special meeting.

Rule 4. The official title of the president of this club shall be Madam President.

Rule 5. The secretary of this club, unless specially directed otherwise, shall not record suggestions for filling blanks; motions ruled out of order; points of order on which no appeal is taken, or trivial questions of privilege.

Rule 6. The first-named member of a committee shall be chairman unless the committee elect some other member. When a committee is elected by ballot, the president of the club shall convene the committee, which shall at once elect a chairman.

Rule 7. It shall be the duty of every member of the club to notify the corresponding secretary in writing of any change in address.

Rule 8. An affirmative vote on the motion to accept the report of a committee shall not be construed to mean that recommendations contained in the report are adopted.

Rule 9. Upon the request of five members the vote on any question shall be taken by roll call, and the names of those voting on either side entered in the minutes.

Rule 10. The exercises at any regular

meeting preceding the order, Program for the day, shall not exceed thirty minutes.

Rule 11. Notices of special meetings shall be sent to every member of the club at least twenty-four hours before the meeting.

Rule 12. Delegates to the State Federation shall be elected at the first regular meeting in March of each year. Delegates to the General Federation shall be elected at the first regular meeting in April of each year in which a meeting of the General Federation occurs. An alternate shall be elected for each delegate. All elections shall be by ballot. A plurality vote only shall be necessary to elect. The president shall have power to fill all vacancies.

Rule 13. These rules shall be known as "Standing Rules." They may be amended, suspended, or repealed at any regular or annual meeting by a two-thirds vote, except rules nine and eleven, which may be amended, suspended or repealed only by a two-thirds vote of the entire membership.

Rule 14. The presiding officer shall have power to decide all questions arising either under the rules of this club, or in cases where no rules have been provided, but

such decision shall always be subject to appeal.

Respectfully submitted,

Lucy Young,  
Helen G. Fowler,  
Fanny A. Gleason.

Madam President, I move that the report of the committee be accepted and the rules recommended be adopted. (Mrs. Young hands the written report of the committee to the president.)

\* \* \* \* \*

(The president states the motion, reads the first rule and asks if there are any remarks, then the second and third rules, each time giving opportunity for remarks.)

Mrs. M. — Madam President, \* \* \* I move to amend rule three by substituting the following: A motion to reconsider a vote shall be in order only at the meeting at which the vote was taken, except when notice of intention to move to reconsider is filed with the secretary within forty-eight hours after adjournment, in which case it may be reconsidered at the first subsequent regular meeting or an intervening special meeting.

Pres.—The motion is carried.

(The president reads the remaining rules in the same manner, and after reading rule twelve asks if there are any further amendments.)

Mrs. N.—Madam President, \* \* \* I move that rule six be made rule seven, and rule seven be made rule six.

\* \* \* \* \*

Pres.—The motion prevails. The question is now on the motion that the report of the committee be accepted and the rules as amended be adopted.

\* \* \* \* \*

Pres.—The motion is carried. The next order of business is the election of members.

Mrs. Q.—Madam President, I move that the club proceed to ballot on the applications of Mrs. Pratt and Mrs. Moore.

\* \* \* \* \*

Mrs. R.—Mrs. President, I move to lay the motion on the table.

\* \* \* \* \*

Pres.—The motion is carried. The next order is unfinished business. (Pauses.) The next is miscellaneous business.

Miss M.—Madam President, \* \* \* I move that the club proceed to elect a treasurer.

\* \* \* \* \*

Pres.—The motion is carried.

Miss S.—Mrs. President, I move that the rules be suspended and that election be by *viva voce* vote.

Pres. (to Miss S.)—Please specify the rule which your motion is intended to suspend.

Miss S.—Section IV. of Article I. of By-laws.

Pres.—The chair cannot entertain the motion.

Miss S.—Mrs. President, I made a mistake; I mean Section II. of Article IV. of the Constitution.

Pres.—The chair cannot entertain the motion.

Miss S.—Madam President, I rise to a point of order.

Pres.—The member will please state her point of order.

Miss S.—My object in making the motion is to save the time of balloting, and I hold that the motion I made should be entertained.

Pres.—The chair decides the point is not well taken.

Miss S.—Mrs. President, I appeal from the decision of the chair.

Pres.—The decision of the chair is appealed from. The chair decided that the motion offered by Miss S. could not be entertained for the reason that we have no power to suspend any part of the constitution.

Miss S.—Mrs. President, I do not agree with the decision of the chair. According to my observation, which has not been altogether limited, a motion relative to the method of voting is always in order at any time before voting is begun. Would you, Mrs. President, entertain a motion that the secretary be instructed to cast the ballot?

Pres.—The chair will not decide that question unless the point is raised.

Miss S.—Then, Mrs. President, I move that the secretary be instructed to cast the unanimous ballot of the club for Mrs. D. for treasurer.

Pres.—The question is upon the appeal from the decision of the chair. (The reader will notice that the president has very properly disregarded Miss S.'s last motion.)

Shall the decision of the chair stand as the judgment of the club? \* \* \* The chair is sustained.

Mrs. T.—Madam President, \* \* \* I move that the club proceed to ballot on the application of Mrs. Pratt.

Pres.—The motion is out of order.

Mrs. U.—Madam President, \* \* \* I move that when we adjourn we adjourn to meet next Saturday, at three in the afternoon.

\* \* \* \* \*

Pres.—The motion is carried.

Mrs. U.—Madam President, \* \* \* I move that the regular order of business be suspended, and that we now proceed to the program for the day.

(The motion prevails, and the literary program is carried out for the day as per calendar.)

Mrs. V.—Mrs. President, \* \* \* I move that the club revert to the order of Miscellaneous Business.

\* \* \* \* \*

Pres.—The motions prevails.

Mrs. V.—Mrs. President, \* \* \* I move to reconsider the vote by which the motion

that when we adjourn we adjourn to meet next Saturday was carried.

\* \* \* \* \*

Pres.—The motion is carried

Mrs. V.—Mrs. President, \* \* \* I move to amend by substituting “Monday” for “Saturday.”

\* \* \* \* \*

Pres.—The motion prevails. The question is now upon the motion as amended.

\* \* \* \* \*

Pres.—The motion is carried.

Miss W.—Madam President, \* \* \* I move to adjourn.

\* \* \* \* \*

Pres.—The motion is carried. The club stands adjourned.

Promptly at three o'clock on the afternoon of Monday, January twenty-seventh, the Lakeville Woman's Club was called to order by the president, and it was ascertained that a quorum was present.

Pres.—The first business in order is the election of a treasurer. The chair appoints as tellers Mrs. N. and Mrs. O.

Mrs. L.—Mrs. President, \* \* \* I move that Mrs. Q. also be appointed a teller.

Pres.—The motion prevails. Mrs. N., Mrs. O. and Mrs. Q. will serve as tellers.

(The tellers distribute the ballots.)

Mrs. B.—Madam President, \* \* \* I nominate Mrs. D. for treasurer.

Pres.—Mrs. D. is nominated. Are there any other nominations?

Mrs. C.—Madam President, \* \* \* I nominate Miss E.

Pres.—Miss E. is nominated.

Ladies, do not fold your ballots, but lay them in the basket with the writing down.

(The tellers collect the ballots.)

Mrs. N.—Madam President, \* \* \* There are only twenty-four ballots and there are twenty-seven members in the room.

Pres.—Have all voted who wish to do so? (Pauses a moment.) The ballot is closed.

(The tellers count the ballots, make a written report of the result, and Mrs. N. hands it to the president.)

Pres. (reads)—Whole number of  
ballots cast..... 24

Number of legal ballots cast.... 21

Necessary to a choice..... 11

Mrs. D. received..... 10

Miss E. received..... 10

Mrs. F. received..... 1

There is no election. You will proceed to ballot again.

Mrs. F.—Madam President, \* \* \* I will give the ballot that was cast for me to Miss E. so she will be elected.

Pres.—That is impossible.

Mrs. N.—Madam President, \* \* \* Can not you as president give the casting vote?

Pres.—The president has no such power. Ladies, please prepare your ballots again.

Mrs. D.—Madam President, \* \* \* I wish to withdraw my name. I cannot accept the office under any circumstances. Will not that result in Miss E.'s election?

Pres.—The constitution requires that a majority vote is necessary to constitute an election. The tellers will please distribute the ballots.

(Ballots are distributed.)

Mrs. O.—Madam President, \* \* \* Are nominations in order?

Pres.—Nominations are in order.

Mrs. O.—Then I nominate Mrs. L.

(The tellers collect the ballots, the chair inquires if all have voted, declares the ballot closed, and Mrs. N. hands the written report to the president.)

Pres. (returning the report to Mrs. N.)—

Mrs. N. will read the report of the tellers.

Mrs. N.—(Reads.)

Whole number of ballots cast....	23
Number of legal votes cast.....	20
Necessary to a choice.....	11
Miss E. received.....	10
Mrs. D. received.....	5
Mrs. L. received.....	3
Mrs. G. received.....	1
Mrs. H. received.....	1

Pres.—There is no election. You will please ballot again.

\* \* \* \* \*

Pres.—(Reads report.)

Whole number of ballots cast...	21
Necessary to a choice.....	11
Mrs. L. received.....	18
Mrs. E. received.....	3

Mrs. L. is elected treasurer.

What is your further pleasure?

Mrs. O.—Madam President, \* \* \* I move the adoption of the following resolution:

*Resolved*, That it is the sentiment of this club that its members should wear no birds on their hats this spring.

Miss P.—Madam President, \* \* \* I move to amend by striking out “this spring.”

\* \* \* \* \*

Mrs. Q.—Madam President, \* \* \* I move to amend by striking out “its members” and inserting “women.”

Pres.—The motion cannot be entertained at the present time.

(Miss P.’s motion is discussed and put to a vote.)

Pres.—The motion is carried. The question is now upon the adoption of the resolution as amended. Are there any remarks?

Mrs. Q.—Madam President, \* \* \* I move to amend by striking out “its members” and inserting “women.”

\* \* \* \* \*

Pres.—The motion prevails. Are you ready for the question?

Mrs. R.—Mrs. President, \* \* \* Will you please state the motion again?

Pres.—The secretary will please read the resolution.

The Secretary.—Mrs. President, shall I read the resolution as offered by Mrs. O. and the amendments that have been made?

Pres.—No, simply read the resolution as it now stands.

Sec.—*Resolved*, That it is the sentiment

of this club that women should wear no birds on their hats.

Pres.—All those in favor—

Mrs. S.—Mrs. President, \* \* \* I move to amend by substituting the following:

*Resolved*, That it is the sentiment of this club that no woman should wear any bird or feathers of any bird except those of the ostrich on her hat.

\* \* \* \* \*

Mrs. T.—Madam President, \* \* \* I move to amend by substituting the following: *Resolved*, That it is the sentiment of this club that women should not make use of birds or the feathers of birds for personal adornment.

\* \* \* \* \*

Pres.—The motions prevails. The question now recurs upon the motion to substitute the resolution offered by Mrs. T. for the resolution as read by the secretary.

Are you ready for the question?

\* \* \* \* \*

Pres.—The motion prevails. The question is now upon the adoption of the resolution.

Mrs. U.—Madam President, \* \* \* I move the previous question.

\* \* \* \* \*

Pres.—The motion is carried.

Mrs. B.—Madam President, I call for a division of the house.

Pres.—A division of the house is called for. Those in favor of the motion will please stand. The secretary will count.

Sec.—Nine have voted.

Pres.—Be seated. Those opposed will please stand.

Sec.—Eight vote “no.”

Pres.—The motion is lost. The question is now upon the adoption of the resolution.

Mrs. D.—Mrs. President, what resolution do you mean? Haven’t we just voted on the resolution about wearing birds’ feathers?

Pres.—The vote just taken was upon the motion to close debate. The resolution has not yet been voted upon.

Mrs. V.—Mrs. President, \* \* \* I move to lay the motion on the table.

\* \* \* \* \*

Pres.—The motion is lost.

Mrs. W.—Madam President, \* \* \* I move to adjourn.

\* \* \* \* \*

Pres.—The motion is lost.

Mrs. V.—Madam President, \* \* \* I

move that the further consideration of this question be postponed until the next regular meeting of the club.

\* \* \* \* \*

Pres.—The motion is lost.

Mrs. W.—Madam President, \* \* \* I move that the motion be referred to a committee.

\* \* \* \* \*

Pres.—The motion is lost.

Mrs. Y.—Madam President, \* \* \* I move that when we adjourn we adjourn to meet one week from to-day.

Pres.—The motion cannot be entertained.

Mrs. Y.—Madam President, I rise to a point of order.

Pres.—State your point.

Mrs. Y.—The motion to fix the time of the next meeting outranks all other motions, and is therefore in order at the present time. This motion would always be in order unless it had just been voted on in the same form.

Pres.—The chair decides the point is not well taken.

Mrs. Y.—Madam President, I appeal from the decision of the chair.

Mrs. A.—Madam President, I second that appeal.

Pres.—The decision of the chair is appealed from. The chair admits that this motion is higher in rank than any other, and ruled the motion out of order on other grounds than those of precedence. The next regular meeting of the club will occur next Thursday, and a motion to fix the time of the next meeting at a later date would therefore be out of order.

\* \* \* \* \*

Pres.—The chair is sustained.

Mrs. B.—Madam President, \* \* \* I move to amend Mrs. Y.'s motion so that it will read that when we adjourn we adjourn to meet at three p. m. to-morrow.

Pres.—The motion cannot be entertained.

Mrs. B.—Madam President, \* \* \* I do not doubt you are right, and I do not want to appeal from the decision of the chair, but will you please tell us why the motion was out of order? It contemplates fixing the time of the adjourned meeting before the next regular meeting.

Pres.—Mrs. B. moved to amend Mrs. Y.'s motion, which, having been ruled out

of order, was not before the house, and of course could not be amended.

Mrs. B.—Now ladies, I think we have a president who knows parliamentary law, and I move that she be requested to give the members of this club a few lessons.

Pres.—The chair cannot entertain the motion at the present time. The question is upon the adoption of the resolution, which the secretary will please read again.

Sec.—*Resolved*, That it is the sentiment of this club that women should not make use of birds or the feathers of birds for personal adornment.

Pres.—Are you ready for the question? Those in favor \* \* \* The motion prevails.

Mrs. C.—Mrs. President, \* \* \* I move to take from the table the motion that the club proceed to ballot on the applications of Mrs. Pratt and Mrs. Moore for membership in this club, which was laid on the table at the meeting last Thursday.

\* \* \* \* \*

Pres.—The motion prevails. If there is no objection both applications will be balloted on at one time. It is so ordered. Mrs. D. will please pass the ballot-box.

(Mrs. D. shows each compartment of the box to the president, passes the box for the voting, and again opens the end containing the balls which have been used, holding the box so that only the president can see the contents. The president finds two negative votes.)

Pres.—It will be necessary to vote on each application separately. You will now proceed to ballot on the application of Mrs. Pratt.

(Mrs. D. again passes the box for the voting, and again discloses the result of the vote to the president. The president takes the box, shows the vote to the vice-president, the secretary, Mrs. D. or any other member.)

Pres.—Mrs. Pratt is elected. You will now proceed to ballot on the application of Mrs. Moore.

\* \* \* \* \*

Pres.—Mrs. Moore is elected.

Mrs. B.—Madam President, \* \* \* I move that the president be requested to give the members of this club a few lessons in parliamentary law.

\* \* \* \* \*

Mrs. D. — Madam President, \* \* \* I move that this motion be referred to a committee of three, of which Mrs. B. shall be chairman.

\* \* \* \* \*

Pres.—The motion prevails. Whom will you have for the remaining members of the committee?

Mrs. S.—Mrs. President, \* \* \* I nominate Mrs. C. as a member of that committee.

Pres.—Mrs. C. is nominated. Are there other nominations?

Mrs. T.—Madam President, \* \* \* I nominate Mrs. E.

Pres.—Mrs. E. is nominated. Are there other nominations? (The president waits for other nominations, but none are made.) Those in favor of Mrs. C. and Mrs. E. for the remaining members of the committee will please say "Aye."

\* \* \* \* \*

Pres.—The motion prevails.

Mrs. F.—Madam President, \* \* \* I move that the club adjourn.

\* \* \* \* \*

Pres.—The motion prevails. The club stands adjourned.

# X

## MINUTES

"A chiel's amang them takin' notes."—BURNS.

The average club member acting in the capacity of secretary often finds difficulty in determining what to record and what to omit and also what form to use in entering the transactions of the club.

A common error is to attempt to record the discussion. This is an impossibility unless a stenographic report is taken, and is generally undesirable even if it were possible.

Another common error is to make such brief mention of letters received and reports submitted by officers and committees as to render the records incomplete and therefore unsatisfactory for reference.

The secretary should enter in the minutes all motions stated by the chair, and either a transcript or a paraphrase of all communications and reports presented.

The club secretary may use her own judgment in the matter of copying reports and

communications unless directions are given by vote of the club.

The minutes of the regular meeting of the Lakeville Woman's Club, held January twenty-third, and of the adjourned regular meeting, held January twenty-seventh, are herewith presented as an illustration of the manner in which the minutes of a club meeting may be kept.

The advantage of having the minutes in numerous short paragraphs, properly indented, will be appreciated by any one who has had occasion to search records which have no index.

A regular meeting of the Lakeville Woman's Club was held at the club rooms, 76 Monroe Street, January twenty-third, 19—.

The club was called to order by the president, Mrs. Walter, at three o'clock.

Thirty-four members responded to the roll call.

Mrs. A. was appointed critic.

The minutes of the annual meeting held January sixteenth were read and approved.

The minutes of the adjourned annual meeting of January eighteenth were read.

Mrs. B. moved that the minutes be amended so as to read that on the ballot for

treasurer Mrs. D. received three votes and Mrs. C. two.

Upon request of Miss F., the secretary read the report of the tellers on the ballot for treasurer.

Mrs. B.'s motion was lost.

The minutes were approved.

The president announced the appointment of the following standing committees:

Membership Committee: Mrs. A., Mrs. B. and Mrs. C.

Program Committee: Mrs. D., Mrs. E. and Mrs. F.

House Committee: Miss G., Mrs. H. and Mrs. I.

The report of the corresponding secretary to the effect that she had notified officers of their election was read and ordered placed on file.

A letter from Mrs. F. declining to accept the office of treasurer was read, also

A circular letter from the Educational Committee of the General Federation of Women's Clubs suggesting topics for study and discussion in the club.

Mrs. K. moved that the letter from the Educational Committee be referred to the Program Committee.

Carried.

The committee to which was referred the motion that the members of this club wear no birds on their hats this spring made a report recommending that the further consideration of the question be indefinitely postponed.

The report was adopted.

Mrs. Young, chairman of the committee appointed to recommend rules, presented the following report:

To the Lakeville Woman's Club :

(The entire report, including the signatures, should be entered here as a part of the proceedings of the meeting.)

Mrs. Young moved that the report of the committee be accepted and the rules recommended be adopted.

Mrs. M. moved to amend Rule 3 by substituting the following: A motion to reconsider a vote shall be in order only at the meeting at which the vote was taken, except when notice of intention to move to reconsider is filed with the secretary within forty-eight hours after adjournment, in which case it may be reconsidered at the first subsequent regular meeting or an intervening special meeting.

The motion prevailed.

Mrs. N. moved that Rule 6 be made Rule 7, and Rule 7 be made Rule 6.

The motion prevailed.

The motion that the report of the committee be accepted and the rules as amended be adopted was carried.

Mrs. Q. moved that the club proceed to ballot on the applications of Mrs. Pratt and Mrs. Moore.

Mrs. R. moved that the motion be laid on the table.

Carried.

Miss M. moved that the club proceed to elect a treasurer.

The motion was carried.

Miss S. moved to suspend Section II. of Article IV. of the constitution.

The chair declined to entertain the motion.

Miss T. raised the point of order that the motion should be entertained.

The chair decided the point not well taken.

Miss T. appealed from the decision of the chair.

The chair was sustained.

Mrs. U. moved that when we adjourn we adjourn to meet Saturday, January twenty-fifth, at three in the afternoon.

Carried.

Mrs. U. moved to suspend the regular order of business and proceed to the program for the day.

Carried.

Mrs. A. read the report of critic for January ninth, which was ordered placed on file.

Mrs. S. read a paper on "The Cultivation of Musical Taste in Children."

Mrs. C. gave a talk on current events.

Mrs. V. moved that the club revert to the order of Miscellaneous Business.

Carried.

Mrs. V. moved to reconsider the vote by which the motion to have an adjourned meeting next Saturday was carried.

Carried.

Mrs. V. moved to amend by substituting "Monday" for "Saturday."

Carried.

The motion as amended was carried.

Miss W. moved to adjourn.

Carried.

A half hour was spent socially after adjournment, during which refreshments were served.

Anna Curtis,  
Recording Secretary, Lakeville Woman's Club.

Lakeville, Jan. 27, 19—.

An adjourned regular meeting of the Lakeville Woman's Club was held at the club rooms January twenty-seventh.

The president called the meeting to order at three o'clock.

There were twenty-seven members present.

The president announced that the first business would be the election of a treasurer.

Mrs. N. and Mrs. O. were appointed tellers.

On motion of Mrs. D. Mrs. Q. was also appointed teller.

Mrs. D. was nominated for the office of treasurer by Mrs. B.

Miss E. was nominated by Mrs. C.

The first ballot was as follows:

Whole number of votes cast.... 24

Number of legal votes cast.... 21

Necessary to a choice..... 11

Mrs. D. received..... 10

Miss E. received..... 10

Mrs. F. received..... 1

No election.

Mrs. D. withdrew her name as a candidate.

Mrs. O. nominated Mrs. L.

The second ballot resulted as follows:

Whole number of ballots cast....	23
Number of legal ballots cast....	20
Necessary to a choice.....	11
Miss E. received.....	10
Mrs. D. received.....	5
Mrs. L. received.....	3
Mrs. G. received.....	1
Mrs. H. received.....	1

No election.

The third ballot for treasurer resulted as follows:

Whole number of votes cast....	21
Necessary to a choice.....	11
Mrs. L. received.....	18
Mrs. E. received.....	3

Mrs. L. was declared elected.

Mrs. O. moved the adoption of the following resolution:

*Resolved*, That it is the sentiment of this club that its members should wear no birds on their hats this spring.

Miss P. moved to amend by striking out "this spring."

Miss P.'s motion was adopted.

Mrs. Q. moved to amend by striking out "its members" and inserting "women."

The motion was carried.

Mrs. S. moved to amend by substituting,

That it is the sentiment of this club that no woman should wear any bird or the feathers of any bird except those of the ostrich on her hat.

Mrs. T. moved to amend by substituting the following:

*Resolved*, That it is the sentiment of this club that women should not make use of birds or the feathers of birds for personal adornment.

Mrs. T.'s motion was carried.

Mrs. U. moved the previous question.

The chair declared the motion carried.

Mrs., R. called for a division of the house.

The motion was lost.

Mrs. V. moved to lay on the table.

The motion was lost.

Mrs. W. moved to adjourn.

Lost.

Mrs. W. moved to postpone further consideration until the next regular meeting.

Lost.

Mrs. W. moved to refer to a committee.

Lost.

The motion that when the club adjourn it adjourn to meet one week from date was ruled out of order, and on an appeal the chair was sustained.

The motion to substitute the resolution

offered by Mrs. T. for the main motion was carried.

The motion on the adoption of the resolution, That it is the sentiment of this club that women should not make use of birds or the feathers of birds for personal adornment, was

Carried.

Mrs. C. moved to take from the table the motion that the club proceed to ballot on the application of Mrs. Pratt and Mrs. Moore for membership in this club, which was laid on the table at the meeting of January twenty-third.

Carried.

Mrs. Pratt and Mrs. Moore were elected to membership.

Mrs. B. moved that the president be requested to give the members of the club a few lessons in parliamentary law.

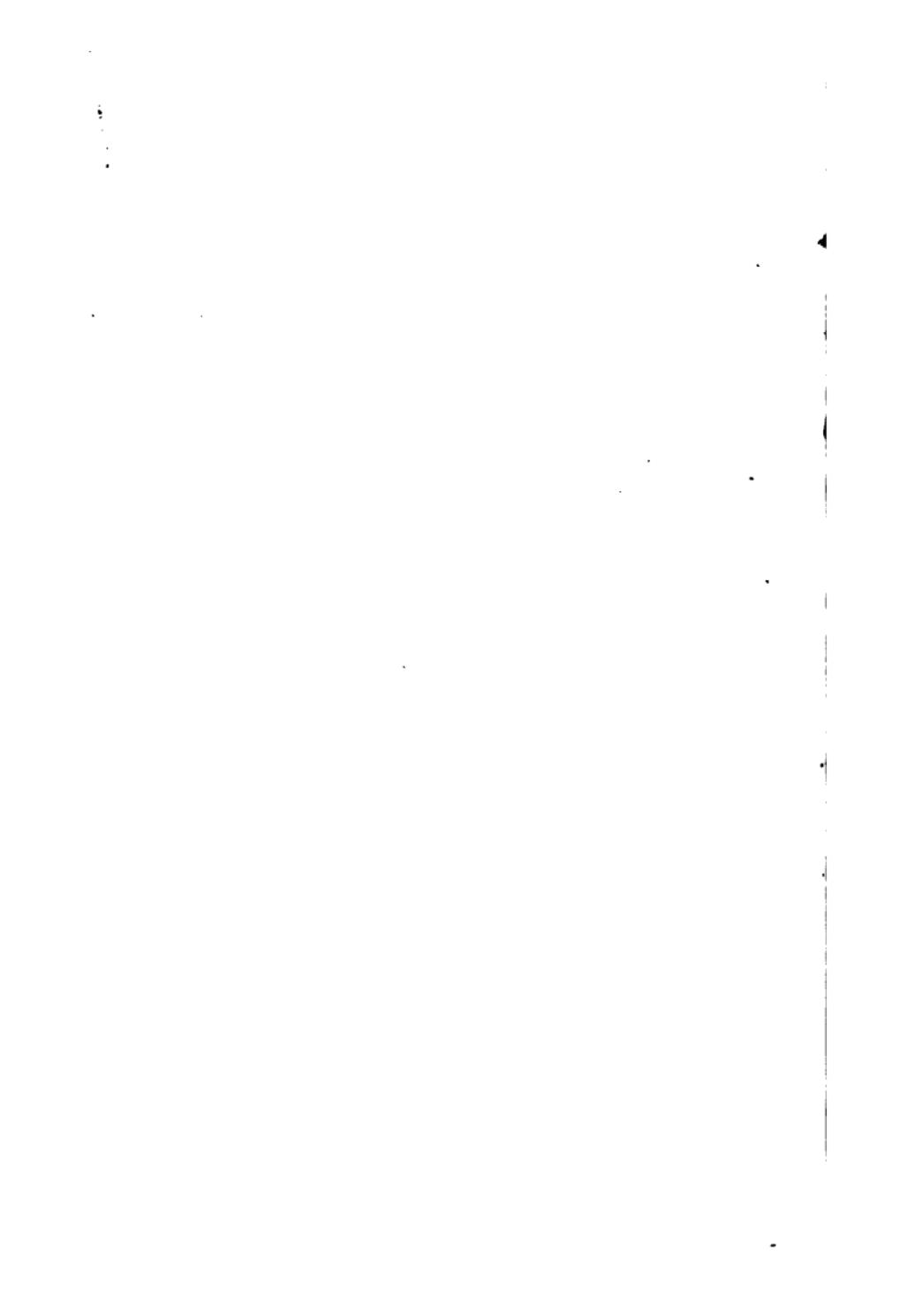
Mrs. D. moved that the motion be referred to a committee of three, of which Mrs. B. should be chairman.

Carried.

Mrs. C. and Mrs. E. were appointed the other members of the committee.

On motion of Mrs. F. the club adjourned.

Anna Curtis,  
Recording Secretary.



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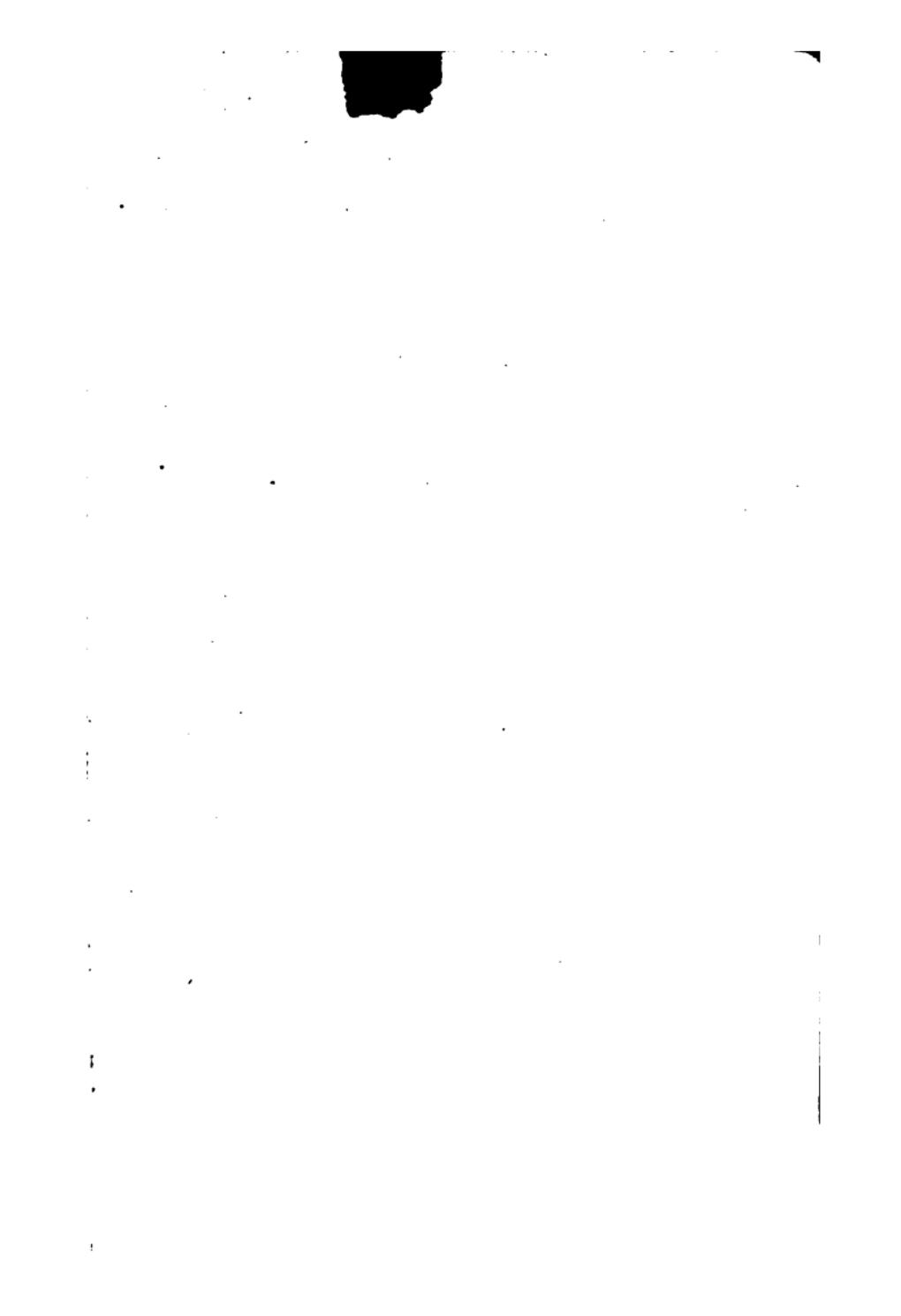
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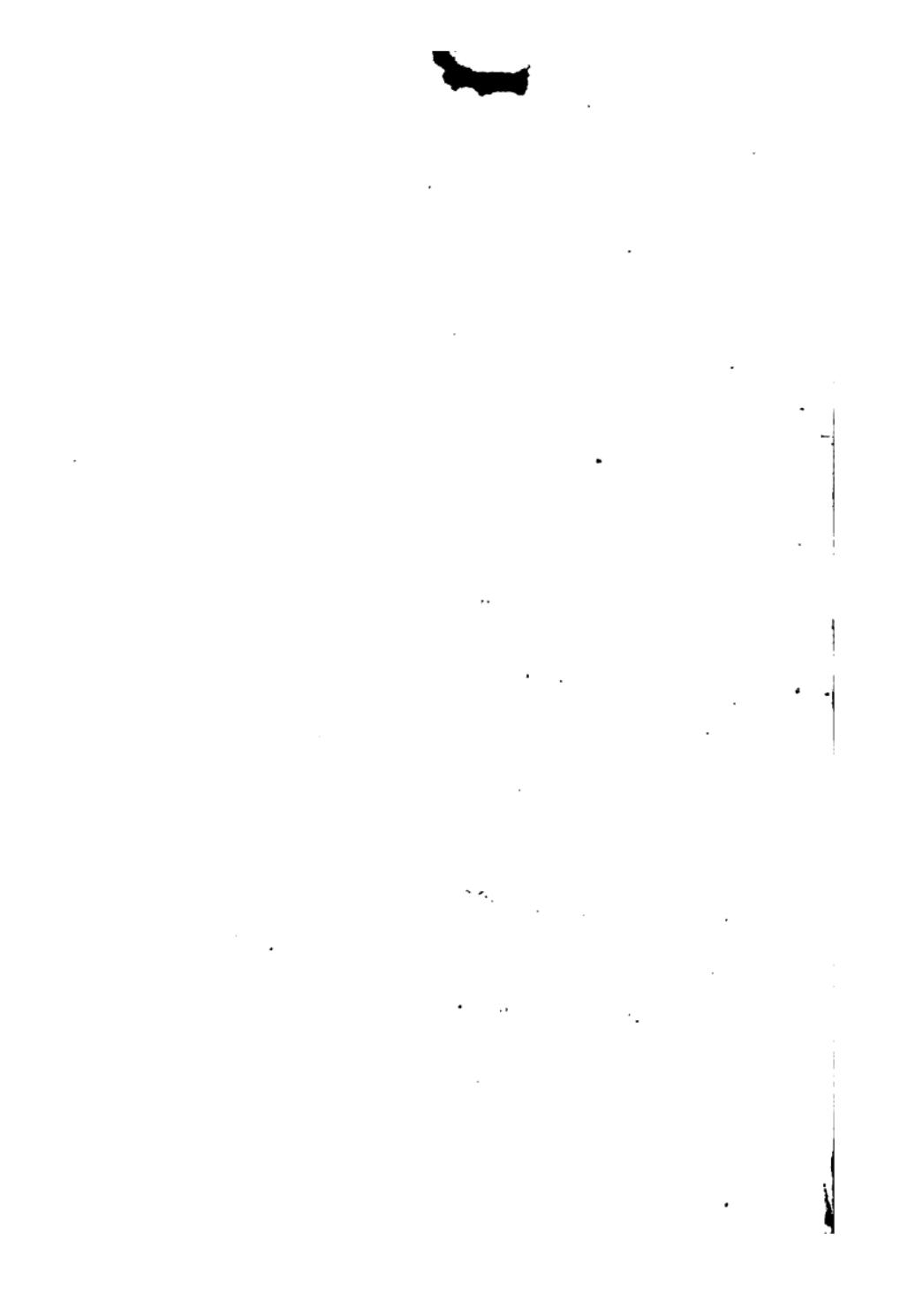
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